



**Members of the Council are summoned to the  
Parish Council meeting to be held on Monday 5<sup>th</sup> June 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 Annual Parish Council and Full Council meetings held on 15<sup>th</sup> May 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 is still waiting for an agreed date for Lancashire County Council and Pendle Borough Council to meet regarding the request for double yellow lines at Hollin Hall.
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 and the Clerk have arranged for the next Grot Spot walk to take place on Saturday 17<sup>th</sup> June 2023. Bus terminus – Rye Croft – Boulsworth Drive – Lanehouse Lane – Ash Street (and surrounding) – Tram Tracks – Bus Terminus
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)**
  - The Lengthsman has completed 42 hours in May 2023, and has done 2 contract grass cuts.
9. **Trawden in Bloom. (4 minutes)**
  - Budget £2500 + income £1200 - spent YTD £1423.88 = Balance £2276.12

- The Clerk has gone back to Trawden in Bloom to request that they cost up both designed plaques, and supply this information along with suppliers and sizes, to the Council for an informed decision.

**10. Clerks update (2 minutes)**

- Councillors to consider the brief update on outstanding issues attached.
- The Clerk has accrued 5.25hrs in additional working hours and £11.70 in expenses. Councillors to consider paying the Clerk for these.

**11. Lanehouse Lane Playground (3 minutes)**

- The agreed repairs to the swings and some safety surfacing have started.
- Councillors to agree, or otherwise that, following the repairs, Leo Brightley will paint, in similar colours to those now, both swing sets, at the playground once repairs are complete.
- As requested at the last meeting, the issue with football and accessing neighbouring property has been referred to the Restorative Justice programme.
- The Lengthsman brings to the attention of the Council, that, whilst inspecting Lanehouse Lane Playground, the roundabout is now moving beyond acceptability and it appears that the bearing now needs to be replaced. Past quote received was £1619.89 + VAT to replace the bearing. Councillors to consider the request from the playground inspector that these works now be ordered.

**12. Ball Grove (4 minutes)**

- Double yellow lines have been completed, but are a little short. The Engineers at Pendle Borough Council are rectifying this.
- Amended transfer document hasn't been received back from Cllr Jolley. Cllr Jolley and the Clerk to meet to make the final, proposed amendments to the document. This will then be sent to our Solicitor for approval before being presented to the Council, for ratification, in July. Following ratification, it will then be sent to The Executive meeting at Pendle Council, for their consideration. Would any other Councillors like to join this meeting?

**13. Recreation Ground (4 minutes)**

- The meeting is taking place on 1<sup>st</sup> June. Cllr Hodgson/Holmes/Clerk to give verbal update at the meeting.
- Trawden Celtic have received agreement from Pendle Borough Council to site a container at the Recreation Ground to store their items. Councillors to note its location, for future reference.

**14. Policies for Review (5 minutes)**

The Clerk submits the GDPR and Document Retention Policies for review. Councillors to consider the content and re-adopt if appropriate.

**15. Bus Shelter Windows (3 minutes)**

Leo Brightley has managed to get a sample of paint to send to the fabricators. The Clerk has raised the order for the 7 new 'windows'.

**16. Dog Fouling Campaign (7 minutes)**

Councillors to brainstorm ideas on how the Council can effectively campaign to cut down on the amount of dog fouling not picked up by owners. It has been confirmed by Pendle Borough Council that public footpaths that are located on private land are still subject to the same picking up rules, and if identified and proved, fines may be given to those not adhering to these rules.

**17. Colne Youth Action Group Funding (5 minutes)**

Cllr S Cockburn-Price requests that the Parish Council gives consideration to the budgeted sum of funding and issues the amount to the group.

## 18. Remembrance Day Poppies

(4 minutes)

The Clerk thinks that it would be a good idea to recycle the Coronation lamppost signs for Remembrance Day by using the reverse to print a poppy on. The Clerk supplies a proof and cost, for approval or otherwise, as attached from Mercer Print. Both Trojan Plant Hire and the Community Shop, who supported the Coronation Lamppost signs, both support this initiative to use their donated signs for this project. Total cost £250.

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

**APPLICATION: 23/0305/HHO** PROPOSAL: Full: Erection of a single storey rear extension. AT: 34 Skipton Road Trawden Colne

**APPLICATION: 23/0271/HHO** PROPOSAL: Full: Replace existing brick and part-render finish to external walls of the property with silicone render finish to all external walls of the property. AT: Saint Marys Vicarage Burnley Road Trawden

**APPLICATION: 23/0323/FUL** PROPOSAL: Full: 4 no. visitor accommodation pods and associated facilities, parking and landscape. AT: Parson Lee Farm Wycoller Road Trawden.

**APPLICATION: 23/0331/HHO** Full: Demolition of Conservatory and the erection of an extension to the rear of existing dwelling to form 1 no. bedroom. Hollin Hall Barn Hollin Hall Trawden Colne Lancashire BB8 8SS

**Request that Councillors** consider the attached document of a greenhouse being erected at Back Lane, and decide how this should be progressed.

## 20. Correspondence

- Thanks, and well done to the Clerk received from 1<sup>st</sup> Trawden Guides, Trawden in Bloom and The Friendship Group for the execution of the time capsule project, the treasure hunt and Big Lunch held for the King's Coronation.
- Councillors to note that the Clerk wrote to King Charles III in September 2022 sending commiserations for the King's loss and with a copy of the Platinum Jubilee Poem written by one of the pupils at school. The Clerk has received a thank you card, in response to this letter. The Clerk has advised school and the poem winner.

## 21. Finance

To approve, or otherwise the following payments:

|                                     |         |
|-------------------------------------|---------|
| Clerk's expenses - Mileage          | 5.25hrs |
| Clerk's additional hours            | £11.70  |
| Lengthsman hours                    | £714    |
| Grass Cutting Contract              | £350    |
| Mandeleigh Plants (+VAT = £1151.40) | £959.50 |
| Mandeleigh Plants                   | £91.10  |

Councillors to note that the VAT refund of £7962.04 for the last financial year, has been received.

Next meeting Monday 3<sup>rd</sup> July 2023 commencing at **7.00pm**