



**Members of the Council are summoned to the
Parish Council meeting to be held on Monday 7th November 2022, 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 3rd October 2022 (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)**
 - Councillors to advise the Clerk of any issues that need raising with the County Councillors prior to the meeting.
 - Lancashire County Council have rejected the request for warning signs to be erected near to the Recreation Ground. See attached.
 - Councillors met with LCC officers on 24th October regarding parking issues along Hollin Hall.
5. **Borough Councillors Update - for information only (5 minutes)**
 - Cllr S Cockburn-Price to update the Parish Council on the current events.
 - Councillors to advise the Clerk of any issues that need raising with the Borough Councillor prior to the meeting.
 - Councillors met on site to discuss the proposals. Councillors to consider any request for partial funding from Cllr S Cockburn-Price.
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 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. (3 minutes)**
 - Budget £2200 + income £1490 - spent YTD £2921 = Balance £769.
 - The next, quarterly (budget) meeting place took place on 31st October. Minutes attached for Councillors consideration.

- 9. Garages/Allotments (6 minutes)**
- Cllr Hodgson to update the Councillors on the planned repairs to the road surface to the rear of Cotton Tree Lane, that the Council owns.
 - The debt from the tenant, for removal of the asbestos garage, has been received into the Parish Council account. AYOM Ltd have not yet been paid their required amount from debtor.
 - Updated tenant list received from the Allotment Association.
- 10. Parish Councillor Vacancies (4 minutes)**
- The two vacancies for the Cotton Tree, Winewall and Wycoller areas has now closed. Two applications received from Malcolm Pate and Eleanor Jolley. Councillors to consider co-opting both applicants, present at the meeting, onto the Parish Council.
- 11. Lanehouse Lane Playground (7 minutes)**
- Cllr Hodgson to report on whether the roundabout can be repaired.
 - The annual RoSPA Inspection report has been received. No works required.
 - Letter received from Friends of Trawden Playground. Councillors to decide whether the Parish Council picks up this project or alternative way forward.
- 12. Clerks update (2 minutes)**
- The Clerk has accrued 0hrs in additional working hours and £66.20 in expenses. Councillors to consider paying the Clerk for these.
 - The HR Committee have conducted the Clerks annual appraisal. See Part 2.
- 13. New Parish Council Office (4 minutes)**
- The floor plan and CAD drawings have been approved. Official Purchase Order placed. Clerk purchased desk and visitor's chair.
- 14. Tram Track Access (3 minutes)**
- The draft Licence has been sent to Mr & Mrs Harper. The approved Wayleave agreement has been signed and returned to the Surveyor. Agreed £5000 received from Mr & Mrs Harper. Letter of permission for United Utilities sent. Licence signed and returned to solicitor.
- 15. Parking problems at the entrance to Ball Grove, and around this area (3 minutes)**
- The Clerk has asked Cllr S Cockburn-Price to escalate the persistent issue of parked vehicles across from the solid white lines, at Trawden Rd.
- 16. Lengthsman (3 minutes)**
- Councillors to consider purchasing spring flowering bulbs, to be planted in co-ordination with Councillors and the Lengthsman.
 - The Lengthsman has completed the survey of all benches. Report attached. Councillors to consider repairing the benches as noted.
- 17. Ball Grove (8 minutes)**
- Clerk has asked Solicitor to look at the café lease for when the Parish Council take ownership. Response attached.
 - Councillors to consider the attached documents from the Solicitor and decide whether we should progress with the report produced and information received, with reference to the transfer of our portion of Ball Grove.

18. Defibrillators**(3 minutes)**

It was agreed that the Parish Council would purchase a G5 paediatric convertible unit for the Recreation Ground, but the lead time is currently 16 weeks. Councillors to consider whether the Clerk should search for an alternative or wait until the G5 model is back in stock.

19. Christmas Lights Switch on**(6 minutes)**

- The Clerk to arrange for the Christmas Stars to be erected on the Church and Old Inghamite, before the end of November.
- It was suggested at the October meeting that there would be an event, held in conjunction with the Community Centre Trustees and other organisations within the village, for a switch on of the Christmas Tree Lights. Cllr Barritt is leading this and provides a verbal update, at the meeting.
- The Clerk has written to Ryan Waine, who very kindly purchased new lights last year. He will put the lights on the tree again, and has purchased some more to compliment the amount already purchased.
- Cllr Hodgson to confirm whether he is able to have the tree installed by the end of November.
- The Clerk has a promised donation of mince pies from Asda, Colne for the event. RA complete.

20. Meeting dates 2023**(3 minutes)**

Councillors to consider the Clerks proposed meeting dates for 2023 as: 16th January (budget approval and precept setting), 6th February, 6th March, 3rd April, 8th May, 5th June, 3rd July, 7th August, 4th September, 2nd October, 6th November, 4th December. Agreed dates will be published on the website, along with the last submission dates for items to be included with the agenda.

21. Remembrance Day**(3 minutes)**

- Councillors are reminded that the Remembrance Day Parade is on Sunday 13th November. The road closure has been approved. If any Councillors are available to assist with traffic management, please let the Clerk know.
- Councillors to decide whether Cllr Hodgson will lay the wreath on behalf of the Parish Council on Remembrance Day.

22. Bus Shelters**(5 minutes)**

Cllr Brightley would like to see a schedule of maintenance for Parish Council owned bus shelters for any broken glass and repainting. Councillors to decide whether a maintenance schedule should be introduced, and whether any damaged glass panels should be removed.

23. Planning Applications:

APPLICATION: 22/0518/OUT PROPOSAL: Outline: Erection of two single storey dwellings (all matters reserved). AT: Higher Stunstead Farm Stunstead Road Trawden

24. Correspondence

Councillors to consider the email received from the Commonwealth War Graves Commission to ask whether the Parish Council would be interested in having signs on the Old Inghamite Graveyard, at Winewall and the Trawden Methodist Cemetery.

Thank you received from Mountain Rescue for the donation sent.

25. Finance

To approve, or otherwise the following payments:

Clerk's expenses (desk £15, chair £5, eye test £25, mileage (£21.60) £20 already paid	£66.20
Grass cutting contract	£160
Lengthsman October hours	£525
Lengthsman Expenses	£24
LBS (paid)	£34.99
LBS (paid)	£17.98

LBS (paid)	£30.00
Mandeleigh plants	£489
D Edmundson – Planter for Back Lane (paid)	£106.50
Swimming reimbursement (paid)	£18.25
Are You Owed Money Ltd* (paid)	£485.10
Leo Brightley – Bus shelter and toilet cleaning (paid)	£135
HMRC (paid)	£1366.94
D Edmundson – Planters for Well Head (paid)	£213
Mercer Print – sign for box at Back Lane & installation of new sponsor stickers (paid)	£285.60
Scribe annual subscription	£676.80
Annual RoSPA Inspection of Lane House Lane Playground	£76.20
Whitesides Tree Care	£500

*Nick Dobby has paid the outstanding amount of £1050 direct to the Parish Council, without paying the commission required by Are You Owed Money Ltd. In the Terms and Conditions, if we receive payment from the debtor – whether it does or does not include the commission debt - we must pay this amount. Nick Dobby is obliged, under the Commercial Debt and Interest Act 1998, to pay this amount. AYOM will pursue him for this. Once received, we will be reimbursed with the £485.10 and our initial payment of £125.

- The zoom account has been cancelled.
- Councillor Watts has inspected and approved the half year accounts, as per the Financial Regulations.
- The Clerk and Chairman have started to look at the expected year end position and the budget figures for 2023/3. This will be presented at the December meeting.

Next meeting Monday 5th December 2022, commencing at **7.00pm**

PART 2

Clerk's annual appraisal

The HR Committee has undertaken the Clerk's annual appraisal. The committee to discuss and give recommendations to Councillors, for their consideration for the outcomes of the appraisal during Part 2 of this meeting.

It was proposed that a group quick chat be set up, either via Microsoft Teams or Whatsapp. Councillors to decide if this is needed and best way to work it.