



Members of the Council are summoned to the Parish Council meeting to be held on Monday 8th April 2024, 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 Parish Council meeting held on 4th March 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 Parish Council eagerly awaits the proposals for the double yellow lines at Hollin Hall, changes to the top of Church Street and how to rectify the issue of egress from Boulsworth Drive from Lancashire County Council.
 - Councillor Purcell to update the Council on any progress made with the request of using LCC land at the side of Trawden Road, for additional residents parking.
5. **Borough Councillors Update - for information only (5 minutes)**
 - Cllr S Cockburn-Price to update the Parish Council on the current matters.
 - Councillors to note the attached update from Colne Youth Action Group.
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. (2 minutes)**
 - Budget £2500 + income £1715 - spent YTD £3161.18 = Balance £1053.82
 - Councillors to note the attached minutes of the last meeting held by the group.
9. **Clerks update (4 minutes)**
 - Councillors to note the Clerks Report, as attached.
 - The Clerk has accrued 8.25hrs in additional working hours and £28.60 in expenses. Councillors to consider paying the Clerk for these.

- Councillors to note that the Clerks new working hours began on 1st April 2024, and will be more flexible than in the past. Core office opening hours are 10am – 1pm Monday to Thursday. Outside of these hours, appointments must be made to ensure the Clerk is available.

10. Ball Grove (7 minutes)

- a) Councillors are reminded that the grot spot walk is scheduled for 13th April at 1pm, meeting at the Winewall end car park.
- b) The Fire Risk Assessment has been received and is attached.
- c) A number of quotes have been received for the electrical works required at the building. Councillors to decide, from the information attached, who will undertake these works.
- d) The Clerk has received two quotes for the new windows, as attached. Councillors to decide whether to contract the work to either of these or to ask for further quotes. This has already been publicised twice.
- e) The café tenant advises that there is an issue with damp in the building. Councillors to decide how to instruct the Clerk to move this forward.
- f) Councillors to note that the internal works to the building and the repairs to the doors have been completed.
- g) Councillors to note that the Green Flag inspection is to take place on 23rd April.

11. Grot Spot Walk (5 minutes)

- a) Following the last walk, Councillors to consider purchasing two solar powered lights, from the selection attached, for the bus shelter at the terminus.
- b) Councillors to consider replacing the tarmac areas, as per the attached document, with stone edgings to match existing.

12. Launch event for NHP (5 minutes)

- The Trustees have confirmed that the small event can take place on either 8th, 15th or 22nd May between 4 and 6pm. Councillors to confirm which date is preferable and confirm their attendance at this.
- Councillors to decide what the display will comprise of. The Clerk will make some contact forms for interested individuals to complete.

13. Map of Parish (4 minutes)

Cllr Jolley presents a sample map for Councillors to consider as a template for the suggestion of a full street map of the parish. Councillors to consider this request as this would need to be completed by a graphic designer and print company.

14. Lanehouse Lane Playground (5 minutes)

- Councillors to consider the suggestions attached from the resident to form screening to their garden from the playground and agree which to purchase.
- Councillors to note that the Clerk has received reports of anti-social behaviour on the playground. Reported to the Police.

15. Garages and rear of Cotton Tree Lane (3 minutes)

Cllr Barritt has inspected the garage site and Parish Council owned part of the road to the rear of Cotton Tree Lane. Councillors to consider the report attached and decide what any action be taken.

16. Policies (5 minutes)

Councillors to consider the re-adoption of the attached Standing Orders, Code of Conduct and Complaints Policies.

17. Street Light at Hawley Street, Winewall

(3 minutes)

The Clerk has written to Lancashire County Council and as there is no issue with the lamppost, they will not pursue the issue highlighted. Councillors to consider any further involvement in this resolution as the tree is on private land.

18. Clerks back-pay

(3 minutes)

The HR Committee agree that the Clerks uplift in pay should be backdated to 1st November 2023. Councillors to consider the attached excerpt from the minutes in November 2022 and resolve whether to agree this.

19. Skipton Road wall

(4 minutes)

It has been brought to the attention of the Clerk that there are holes in the walls on Skipton Road from Leyland Close to Spring Garden Villas. Lancashire County Council advise they are not responsible for repairs. Councillors to decide if and how these repairs should take place.

20. Planning Applications: (link to view applications [Simple Search \(pendle.gov.uk\)](https://pendle.gov.uk)) - None
APPLICATION: 23/0719/FUL PROPOSAL: Full: Conversion of existing barn to form 3 no. dwellings with new detached garage block and associated parking and garden areas. AT: Peter Laithe Farm Foulds Road Trawden

- Councillors to approve, or otherwise, the attached responses submitted to the Planning Department on applications received since the last meeting.

21. Correspondence

- Cllr Beswick informs the Parish Council that the extension of footpath 13-04-FP202 from Cotton Tree Lane has been approved and will be added to the definitive map. See attached Order.
- Councillors to consider the email from Mr Harper, as attached and formulate a response.
- Thank you received from Emma-Jane MacDonald for the thank you card sent.

22. Items for Councillors to note – no discussion required

- Aisled Barn at Wycoller - Councillors to note that the Clerk has requested regular updates from Lancashire County Council to be received by the last Monday of the month so that they can be included in the meeting packs.
- Resignation of Councillor - Councillors to note that the Notice of Vacancy has now passed and there will be no election. The Clerk to put out a co-option poster.
- Litter Campaign - Councillors to note that Colne Town Council are arranging printing of signs of winning submissions by the Junior Council. Other designs are to be sent to the Clerk so smaller posters can be printed and laminated and put up around the Parish.
- Trawden Road Bus Shelter - Councillors to note that the works have been completed on this replacement roof.
- The Green at Well Head - Councillors to note that the Clerk had received concerns from residents regarding drainage on the Green. Cllr Hodgson and a resident have spent time rectifying the issue. Cllr Hodgson to brief the Council on works completed.
- Allotments – Councillors to note that the new allotment waiting list has been uploaded onto the website.

23. Finance

To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£28.60
Clerk's additional hours	8.25 hrs
Lengthsman hours for March	£442
Community Centre Trustees – Electricity for office (+ VAT) paid	£19.50
Lancashire Association of Local Councils – Jonathan Wiggins Training (paid)	£35
Shaun Naughton Consult – Fire Risk Assessments (+VAT)	£299.90
Fuel for use of digger at Well Head	£20
Cold tarmac for urgent repairs at Ball Grove (+ VAT)	£87.75
Leo Brightley – cleaning bus shelters, Victorian Toilet	£165
Andrew Crawshaw – repair doors, strip out building and dispose of debris at Ball Grove	£800
Andrew Crawshaw – Grass Cutting Contract	£175

- Councillors to note the attached notice from Virgin Bank.
- As the Parish Council is looking at doing a number of improvements on the building at Ball Grove, the Clerk asks Councillors to consider an approved supplier list so that the Clerk does not need to receive three quotes for additional works on this building as they arise.
- Councillors to note that all invoices have been sent out for garage tenancies, allotment tenancies, planter sponsorship and the café tenancy.

Next meeting Monday 13th May 2024, commencing at 7.00pm.