



Members of the Council are summoned to the Parish Council meeting to be held on Monday 4th December 2023, at 7pm, at Trawden Forest Community Centre

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. **To approve Apologies** – Cllr MacDonald, Cllr Watts
2. **To consider and approve the Minutes** of the Parish Council meeting held on 6th November 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 Senior Engineer at Pendle Borough Council has arranged to meet with Highways and Parish Councillors on 7th December 2023.
 - Cllr Purcell to update the Councillors on the outstanding issues: leaking trough at Gladstone Terrace. Regarding the collapsed wall at Spring Garden Villas; Lancashire County Council acknowledge this is their responsibility and works are to be planned.
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, latest Colne Youth Action Group report.
 - Councillors to agree a further date for another Grot Spot walk.
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. (3 minutes)**
 - Budget £2500 + income £1425 - spent YTD £2512 = Balance £1413.
 - Annual inspection of tools completed. Councillors to note the attached document.
9. **Clerks update (2 minutes)**
 - The Clerk has accrued 7.5hrs in additional working hours and £10.80 in expenses. Councillors to consider paying the Clerk for these.

- The Clerks annual appraisal has taken place; update to be provided for January meeting.
- Councillors to note that the pay negotiations have now been approved by the Unions, and the NJC accepted increase is £1/hr to all salary pay points, backdated to 1st April 2023.
- Councillors to consider approval of the Terms of Reference (attached) for the HR Committee.

10. Lanehouse Lane Playground (5 minutes)

- Councillors to note the results from the Consultation conducted in August/September regarding the improvements at Lanehouse Lane Playground.
- Cllr Watts and the Clerk attended school to give a presentation and complete questionnaires, to School Council. Results of completed questionnaires attached. Councillors to decide what equipment to proceed with and whether to engage with Kompan, LPE or another, regarding the upgrade.

11. Ball Grove (8 minutes)

- Councillors to note the Green Flag Site Quality Evaluation report, as attached.
- Councillors to note the attached minutes of the meeting held with the café tenant.
- The Ball Grove Acquisition Committee members feel that works need to be carried out on the empty part of the building. Councillors to consider going ahead with splitting of the gas, water and electricity supplies so each part of the building has its own meter.
- The Clerk suggests an on-site meeting in order to establish a schedule of works required. Councillors to consider this proposal and determine a date and time for the meeting.
- The Clerk has been advised that the application for a fully funded defibrillator was unsuccessful due to proximity of other devices. Councillors are recommended to approve a budget of £1354 + VAT to purchase a cabinet and machine to be attached to the building.
- Councillors to note that the Solicitor has confirmed completion of the sale and will forward final documents, including land registry documents, in due course.

12. Christmas Lights Switch-on Event (3 minutes)

- Councillors to note the attached, updated proposals form for the Event. All now arranged.
- Councillors to confirm their attendance and make sure the Risk Assessment has been read.
- First Aider for the evening is Cllr Holmes who will be available from the kitchen area.
- Councillors to note that the Clerk has purchased Council specific hi-vis vests for use at such events.

13. Trawden Forest Neighbourhood Plan (9 minutes)

- Councillors to consider the correspondence from O'Neill Homer and Kirkwell's, with regards to the 2 new proposed policies for the Plan.
- Councillors to consider holding an open event to encourage residents to get involved in the update of the Neighbourhood Plan. If agreed, Councillors to consider when and where this should take place.

14. Trawden Road Bus Shelter (8 minutes)

Councillors to decide what should be done regarding the roof of the bus shelter.

15. Bus Shelter Annual Review (3 minutes)

Councillors to decide who will carry out the inspection of the bus shelters before the January meeting, and make recommendations to the Council for any painting or other works required. Attached document to be completed.

16. Request for a new dog fouling bin**(3 minutes)**

Councillors to decide whether to apply for a new dog fouling bin between Hopkinson Terrace and Dean Street. This has been requested by a resident.

17. Litter Campaign**(2 minutes)**

The Clerk has received a positive response from School who are taking on this project. Entries to be sent to the Clerk by Christmas; Councillors to view and decide winners at the January meeting.

18. Remembrance Day**(2 minutes)**

The Clerk thanks Cllr's Watts and Holmes for assisting her on Remembrance Day. No issues reported. Thank you to Cllr Barritt for putting up and taking down the new Remembrance Day lamppost display boards.

19. Grot Spot Walk**(2 minutes)**

- Councillors to note that the post at Bannister Close has been removed, the step on the path between Holme Crescent and Skipton Road has been repaired and the bench for Bannister Close is ready for installation. Councillors to decide where the bench should be positioned.
- The Clerk is still investigating the suggestion of repair to the railings at the steps up to and in front of Sydney Terrace. The home owners are responsible for the terrace and therefore the railings, but not the steps. The Clerk is waiting to hear back from Harambee Surgery as Dr Molyneux sold the whole site to Dr Arshad, who is now living in Australia.

20. Tram Tracks**(5 minutes)**

Cllr Watts would like a scope of works to be considered to worst affected areas at the bottom of the Tram Tracks and would like to see this important heritage asset maintained to a good standard. Councillors to consider costing required works to be added to the 2024/5 budget.

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

- Councillors to note that the refusal of planning permission at 32 Colne Road has gone to appeal.
- Councillors to note that planning permission has been approved for the Recreation Ground for Trawden Junior Football Club.

22. Correspondence

- Councillors to review the correspondence received, as attached, from a resident from Back Lane with regards to the maintenance of the hedges and parking.
- Councillors to consider the request for funding towards a new bike repair station, to be situated outside the village shop, as attached.

23. Finance

To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£10.80
Clerk's additional hours	7.5 hrs
Lengthsman hours x 16 hrs	£272
Leo Brightley – cleaning of bus shelters	£140
Mandeleigh Plants (paid)	£69
Royal British Legion – Poppy Wreath	£20
New bench for Bannister Close	£300
Repair of step at Holme Crescent and removal of post at Bannister Close	£60
Whitesides Tree Care – works at bus terminus (paid)	£300
Bench for Bannister Close	£300

Next meeting Monday 15TH January 2024, Budget Meeting, commencing at 7.00pm.