



**Members of the Council are summoned to the
Parish Council meeting to be held on Monday 5th September 2022, at 7pm
at Trawden Forest Community Centre**

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. **To approve Apologies** – Cllr D Storey, Cllr C Storey, Cllr Barritt
2. **To consider and approve the Minutes** of the meeting held on 1st August 2022 (enclosed)
3. **To receive Declaration 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 wall at Gladstone Terrace is not owned by either Lancashire County, or Pendle Borough Council. Neil Watson arranged inspection to see if it is a concern. Chased - waiting response.
 - Councillors to advise the Clerk of any issues that need raising with the County Councillors prior to the meeting.
 - Request received from a resident asking for warning signs to be erected near to the Recreation Ground. Councillors to consider the attached request.
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.
6. **Colne Area Committee** **(5 minutes)**
Cllr D Cockburn-Price advised that there is an agenda item regarding footpath schemes at Wycoller. Councillors to review the attached information and provide feedback.
7. **Community Centre Trustees Update** – Rebecca Catterall has now formally acquired position of Chair of Trustees
8. **To adjourn the meeting for public participation for their Issues** – 5 minutes per item. Members of the public are permitted to attend.

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.

- 9. Trawden in Bloom. (3 minutes)**
- The new planters for Skipton Road have been installed. Waiting sponsor stickers to be attached.
 - The 2 new planters for Well Head, and the sponsored planter for Back Lane have been ordered.
 - Invitation received to attend the North West in Bloom awards ceremony on 20th October 2022, at a cost of £15 per head. Councillors to consider Mrs Robinson's request for attendance for people.
 - Councillors to note the attached agenda for the most recent meeting. Cllr Barritt to supply minutes when available.

- 10. Allotments and Garages. (5 minutes)**
- The invoice for the removal of the garage to the rear of Cotton Tree Lane has not been paid. Councillors to consider next steps.
 - Councillors to consider the request from the Allotment Association that plot 42 is used as a communal area. See attached report.
 - Thank you received from Nick Elliot for the Council agreeing to fund the joining of tenants to the National Allotments Society.

- 11. Parish Councillor Vacancy (2 minutes)**
- One person was interested, application form not returned. Clerk to re-advertise.

- 12. Lanehouse Lane Playground (6 minutes)**
- The minutes from the meeting with Kompan are attached.
 - 2 revised plans attached following the Kompan meeting. Sam Eastell has asked for a dome climbing structure as an alternative to the older children's climbing frame. Councillors to consider both plans and give feedback to the Clerk so she can forward to Kompan. Costs to be provided once plans approved.
 - Bird Spikes purchased and delivered. Lengthsman to install.
 - The Clerk/Cllr Hodgson need to purchase the fencing.
 - The roundabout is due to be inspected by the manufacturer.

- 13. Clerks update (6 minutes)**
- The Clerk has accrued 4 in additional working hours and £13.70 in expenses. Councillors to consider paying the Clerk for these.
 - The Clerk has now been successful in achieving the Certificate in Local Council Administration qualification. Councillors to consider the attached document and adopting the General Power of Competence.
 - The Clerk reminds members of the HR Committee, that her annual appraisal is due in October.
 - The Clerk requests membership to the Society of Local Council Clerks in order to keep the CiLCA qualification up to date. The cost for this, for this year is £230. The Clerk will receive regular relevant updates to ensure the Parish Council is up-to-date with new information, and any assistance required. Councillors to consider the Clerks request.

- 14. Policies (6 minutes)**
- Councillors to consider approval of the new Equality and Diversity, Dignity at Work (this is the approved, supplied policy from NALC and SLCC) and Sickness Absence Policies.
 - Councillors have indicated that they are interested in signing up to the new Civility and Respect Pledge. The Council already has a Training and Development Policy, has adopted the Model Code of Conduct, and should adopt the new Equality and Diversity and Dignity at

Work Policies at this meeting. Councillors to confirm that the Council will sign up to the Civility and Respect Pledge.

15. Tram Track Access (5 minutes)

- Councillors to consider the attached, amended Licence for approval.
- Councillors to consider the proposed contribution to costs, from Mr & Mrs Harper, for installation of electricity and water on the Tram Tracks verge of £3500 to their holiday let.

16. Parking Issues along Hollin Hall (3 minutes)

- Further response to letter regarding parking restrictions along Hollin Hall received. See attached.
- 2 more complaints received, one for 4th August – ambulance unable to pass; 12th August – 2 tractors unable to pass.

17. Parking problems at the entrance to Ball Grove, and around this area (3 minutes)

- Waiting for cost of double yellow lines area across from the car park entrance.
- Councillors to report whether any leaflets have been left on vehicles, parked illegally and any improvements this has made.

18. Support for Colne Youth Action group (4 minutes)

Councillors to consider further supporting CYAG financially. £2500 already given to the group, a further £2500 in the budget for consideration. See Cllr D Cockburn-Price report attached.

19. Delegation of function to Parish Council Clerk to authorise small repairs (4 minutes)

Councillors to consider delegating the function of authorising small repairs, up to a maximum cost (to be determined), in order to get repairs done quickly. The paint repairs to the Victorian Toilet is an example.

20. Trees on Well Head Green (4 minutes)

The Clerk has received a cost, as per attached, from John Whiteside Tree Care, regarding the requested works at Well Head Green. Councillors to consider supporting these works, and that the Clerk should approach the Tree Conservation Officer to agree the proposals.

21. Planning Applications: None

22. Correspondence

Notification received that the next meeting of the Friends of Ball Grove will be on Monday 19th September, 7pm at the Cotton Tree Inn.

23. Finance

To approve, or otherwise the following payments:

Clerks additional hours x 4	
Clerks expenses	£13.70
Leo Brightley – Touching up painting of Victorian Toilet	£50
Grass cutting contract	£320
Lengthsman August hours	£652.50
SLCC membership (as agenda item 13)	£230
Attendance of Trawden in Bloom to Dent Hall	£55
PKF Littlejohn External auditors	£480

- Correspondence received asking whether the Parish Council would like to opt-out of the Central External Audit Appointment scheme. The Parish Council would have to appoint its own auditor. The Clerk recommends that we stay opted in to the current scheme.
- For Councillors information – the swimming reimbursements have seen a good uptake this school holidays. Of the £750 budget, YTD, around £130 has been reimbursed.
- Resignation from Cllrs David and Clare Storey effective from the end of this meeting. As they and Bev Robinson have recently resigned from the Parish Council, the bank signatories need updating. Councillors to decide who the replacements should be.
- The Clerk has received notification that her Iphone 7 will no longer be updated due to its age. Councillors to consider the Clerk upgrading to Iphone 11 for a similar cost per month.
- Councillors to note that the Clerk has received the completed audit from the External Auditor, who has approved the submitted documents for 2021/2. These have been published, as per the requirements.

Next meeting Monday 3rd October 2022, commencing at **7.00pm**