



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

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. **To approve Apologies** - Cllr's Beswick, Barritt and MacDonald have sent apologies.
2. **To consider and approve the Minutes** of the Parish Council meeting held on 7th August 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. **Resignation of Councillor** **(2 minutes)**
Councillors to note that Councillor Burton has resigned from the Parish Council, with immediate effect. The Clerk to contact Pendle Borough Council and advise.
5. **County Councillors Report - for information only** **(5 minutes)**
 - The meeting regarding the request for double yellow lines at Hollin Hall is delayed until the Senior Engineer at Pendle Borough Council returns to work. Lancashire County Council will keep the Clerk updated of any progress.
6. **Borough Councillors Update - for information only** **(5 minutes)**
 - Cllr S Cockburn-Price to update the Parish Council on the current events.
7. **Community Centre Trustees Update** **(2 minutes)**
Bookings are not yet being taken, for the new cabin. Furniture needs to be agreed and purchased.
8. **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.
9. **Trawden in Bloom.** **(4 minutes)**
 - Budget £2500 + income £1315 - spent YTD £1752.26 = Balance £2062.74.
 - Councillors to note the minutes of the meeting held on 22nd August 2023 and raise any questions or queries.

- 10. Clerks update** (2 minutes)
- The Clerk has accrued 4.5hrs in additional working hours and £7.20 in expenses. Councillors to consider paying the Clerk for these.
- 11. Cotton Tree Allotments** (2 minutes)
- Trawden Forest Allotments Association submits the attached copy of the newsletter which has been circulated to all tenants.
- 12. Lanehouse Lane Playground** (7 minutes)
- Painting of swings has been completed. Benches still to be done.
 - Initial drawing and costs received from Kompan as attached. The Clerk is contacting other play equipment and installation companies for comparative costs. Councillors to consider the quote and decide whether this is a viable offer. TO FOLLOW.
 - Upon approval of the above, Councillors to consider the proposed, attached, draft consultation document produced by the Clerk, and suggest any amendments before publishing.
- 13. Ball Grove** (4 minutes)
- The legal team at Pendle Borough Council are now moving forward with the Parish Council proposed transfer document.
 - Councillors to approve, or otherwise, that Friends of Ball Grove can mow the area around the Queens Jubilee Avenue, on a regular basis.
- 14. Dog Fouling Campaign** (4 minutes)
- No response regarding any fines that have been issued on the route suggested.
- 15. Christmas Lights Switch-on Event** (4 minutes)
- Councillors to consider having another Christmas Tree Lights switch on event. The Clerk encloses the Event Evaluation for 2022. Councillors to consider the date for this event, and whether it should be the same format as last year. Any alternative suggestions and assistance from other Councillors welcomed.
- 16. Local Delivery Scheme** (4 minutes)
- Councillors to consider opting in to the Local Delivery Scheme, as per the letter attached.
- 17. Trawden Forest Neighbourhood Plan** (5 minutes)
- Councillors to consider updating the adopted Neighbourhood Plan, by adding in additional policies. If approved, Councillors to consider and agree what needs to be added and how should this move forward.
- 18. Grot Spot Walk** (3 minutes)
- Councillors to propose when the next Grot Spot walk will take place. This is scheduled to be around Hall Road/Holme Crescent area.
- 19. Email addresses** (5 minutes)
- Councillors to consider and approve, or otherwise, the switch to Councillor specific email addresses. See attached document guidance from the Information Commissioners Office.

20. Councillor grant of extended leave**(3 minutes)**

As Councillors are aware, Cllr MacDonald has been unwell and has requested an extension of leave from Parish Council meetings until further notice. Councillors to see the attached and consider approval of this request.

21. Jam Pan Plaque**(3 minutes)**

Councillors to consider the proposal from the Clerk, as attached, to get a new plaque made for the jam pan at the Poetry Garden, with different wording.

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

APPLICATION: 23/0578/VAR PROPOSAL: Variation of Condition: Vary Condition 3 (Materials) of Planning Permission 23/0100/HHO. AT: 35-37 New Row Winewall Colne.

- Councillors to note the enclosed response, formulated at a meeting on 14th August, regarding the consultation of the Local Plan (4th Edition).
- Councillors to approve or otherwise, the addition to the Local Plan, of the attached list of proposed Local Green Spaces.

23. Correspondence – None**24. Finance**

To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£7.20
Clerk's additional hours	4.5hrs
Lengthsman hours	£544
Grass Cutting Contract x 1	£175
Trawden Forest Community Centre – Office Electricity (paid)	£1.96
PKF Littlejohn – External Auditor (+ VAT)	£420

- Councillors to note that a 'final notice' of an outstanding amount of £1927.50 for Ball Grove Grounds Maintenance has been received by the clerk from Pendle Borough Council for 2022/3. As no increase in costs had been notified to the Parish Council, and £12630 was budgeted for the financial year, Pendle Borough Council have confirmed that the debt will be credited, in full.
- Councillors to note that there is to be a £3 increase in the website cost from 1/10/2023.
- Advice received that the works required on the tree at the bus terminus (cut back from property and bus shelter, crown lift all lower limbs and remove waste) will be £300.

PART 2

To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.

Next meeting Monday 2nd October 2023, commencing at 7.00pm.