



Members of the Council are summoned to the Parish Council meeting to be held on Monday 5th February 2024, 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 15th January 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 meeting regarding proposed double yellow lines at Hollin Hall and taken place. Lancashire County Council to put together the proposals.
 - Cllr 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 (8 minutes)**
 - Cllr S Cockburn-Price to update the Parish Council on the current matters.
 - Cllr S Cockburn-Price has been in liaison with the Police in the hope that a CCTV register could be created so that when there is an incident, the Police can call on residents to supply images. Councillors to consider that the Parish Council should assist in data gathering, if required.
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 £1595 - spent YTD £2637 = Balance £1458
 - Councillors to note the attached minutes of last meeting held on 8th January 2024.
9. **Clerks update (6 minutes)**
 - The Clerk has accrued 6.75hrs in additional working hours and £10.40 in expenses. Councillors to consider paying the Clerk for these.

- Councillors to note the report (to follow), from Cllr Holmes, regarding the Clerks annual appraisal. These recommendations have been approved by the HR Committee and Cllr Holmes asks Councillors to formally approve the recommendations.
- The Clerk has contacted a Fire Safety officer to conduct an assessment of the office and building at Ball Grove. This is to take place 21st February 2024.

10. Lanehouse Lane Playground (2 minutes)

- Councillors to note that works have started on the installation of the new equipment. The Clerk is updating social media and the website regularly.

11. Ball Grove (10 minutes)

- Councillors to note that the Green Flag application is to be submitted in January. Mel Henley to submit once it has been approved by the Clerk.
- The Clerk has had an onsite visit with an electrician to install a sub meter in the building at Ball Grove. More details to follow when available.
- The Clerk has had a site visit with a Gas Safe Engineer who advises it is possible to split the gas supply onto a sub meter. They will need to install a new boiler for the café. More details to follow when available.
- The Clerk is having issues with Waterplus who advise that the water connection is not live with them. Clerk is pursuing.
- Councillors to decide, from the attached list provided by Cllr Beswick, what improvements should be considered at Ball Grove and a potential time schedule for completing these.
- The Clerk and Chairman have drawn up the list of items and areas to be inspected monthly and after a storm. Councillors are requested to approve the attached list.
- Councillors to consider that the Clerk should write to Pendle Borough Council to ask that they remove their items from the building at Ball Grove. Councillors to decide the date items to be removed by; if items are not removed by this date, we will dispose on their behalf and any costs will be reclaimed from them.
- Councillors to consider the attached quote for non-slip surfacing to be installed on the access ramp from the top car park towards the lake and decide whether this should form part of the improvement works.

12. Grot Spot Walk (2 minutes)

- The Grot Spot walk is to take place on 10th February at 1pm. See attached route. Councillors to confirm their attendance.
- Councillors to decide whether the Clerk should write to all residents of Sydney Terrace and advise that they could be responsible for the steps as well as the terrace and that the Parish Council would like to see the railings repaired.

13. 2024/5 Budget (4 minutes)

- Following the changes approved at the January meeting, the Clerk asks the Councillors to approve the new, amended budget for 2024/5.
- Councillors to note that the precept request has been submitted to Pendle Borough Council.

14. Launch event for NHP (7 minutes)

Councillors to decide when the launch event for the Neighbourhood Plan will take place and what provisions the Council will provide for this event.

15. D-Day 80th Anniversary Commemorations (5 minutes)

6th June 2024 marks the 80th anniversary of the D-Day landings. Councillors to decide whether the Parish Council will join the commemorations. See attached guidance and decide how we will commemorate this day.

16. Cotton Tree Allotments

(3 minutes)

- It has been brought to the Clerks attention that a tree needs to be felled on the allotment site. Councillors to approve removal of this tree.
- Councillors to note the attached newsletter for allotment tenants, as produced by the Allotments Association.

17. Map of Parish

(4 minutes)

Cllr Jolley suggests that a full map of the Parish be produced to show all street names, bus stops and bins. Councillors to decide whether this is something that should be pursued.

18. Safe for Parish Council Chains and Spade

(3 minutes)

The Parish Council owns 2 sets of Chains and the original spade from the first digging of the Tram Track. In order for us to take possession of these, we would need to purchase a safe, fix it into the office, insure them and have a building alarm. Councillors to decide whether investigations into taking possession of these should be pursued.

19. New plaque at Recreation Ground

(2 minutes)

In December 2021, the Parish Council agreed to part-fund a replacement Heritage Plaque to be erected at the Recreation Ground. This has now been installed and the Clerk asks Councillors to approve, or otherwise as attached.

20. Wycoller Car Park Proposal

(3 minutes)

Councillors to consider a response to the attached consultation regarding changes to Wycoller car park.

21. Street lighting on Hawley Street

(3 minutes)

Councillors to consider any action required from the request from Cllr Wiggins regarding the single council street light that is obscured to one side by a tree, preventing sufficient illumination to a large proportion of an uneven pavement.

22. Planning Applications: (link to view applications [Simple Search \(pendle.gov.uk\)](https://pendle.gov.uk)) - None

23. Correspondence - None

24. Finance

To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£10.40
Clerk's additional hours	6.75 hrs
Ace Home Services – Christmas Stars	£180
ITUS Security – new recorder and batteries for cameras at Wycoller (+ VAT)	£455
Community Centre Trustees – Electricity for office (+ VAT)	£16.59
Leo Brightley – Clearance of gutters and downspouts at Ball Grove	£100

Next meeting Monday 4th March 2024, commencing at 7.00pm.