



**Members of the Council are summoned to the
Parish Council meeting to be held on Monday 3rd July 2023, 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 5th June 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. Meeting length and timings

Councillors to note that, the Parish Council Standing Orders limit meetings to no more than 2 hours. A resolution must be passed, if the meeting extends beyond 2 hours. If no resolution is made, the Chair has the right to end the meeting, 2 hours after the start time and outstanding items will be passed over the next agenda. Please adhere to the timings stated by the Clerk.

5. County Councillors Report - for information only (5 minutes)

- The Clerk has suggested that, in the Senior Engineer's absence, Lancashire County Council contact Jason Kelly to get a date for all parties to meet regarding the request for double yellow lines at Hollin Hall. Any update?

6. Borough Councillors Update - for information only (5 minutes)

- Cllr S Cockburn-Price to update the Parish Council on the current events.
- Margaret Chadwick Trust – Cllr Hodgson has written to Mr Greig to request contact details of the members of the Trust, to distribute to residents. See attached response.
- The Restorative Justice meeting is scheduled to take place mid-July.

7. Community Centre Trustees Update (2 minutes)

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. Parish Councillor Vacancy (3 minutes)**
Councillors to consider the attached application, for the vacancy arising from the recent uncontested elections. If successful, they will be asked to sign the Declaration of Acceptance of Office and invited to join the meeting
- 10. Allotments (5 minutes)**
Nick Elliott attends the meeting, on behalf of Trawden Forest Allotments Association, to give an update on the site.
- 11. Trawden in Bloom. (4 minutes)**
- Budget £2500 + income £1280 - spent YTD £1614.98 = Balance £2165.02.
 - Trawden in Bloom have received a quote for the gold designed plaque of £60, and has advised that this can go-ahead. Trawden in Bloom will pay for this direct, with monies received from the Tractor Run. The printer is able to amend the plaque annually, to show new achievements awarded.
 - Trawden in Bloom to gain permission from CNC Support for placing the plaque on their wall.
 - The North West in Bloom judges are attending on 3rd July 2023 and the group have asked if the Parish Council will contribute towards lunch for volunteers and judges. Councillors to consider this request and agree an amount.
- 12. Clerks update (2 minutes)**
- The Clerk has accrued 10hrs in additional working hours and £5.40 in expenses. Councillors to consider paying the Clerk for these.
- 13. Lanehouse Lane Playground (10 minutes)**
- The agreed repairs to the swings, roundabout and some safety surfacing have started.
 - Councillors to approve, or otherwise, the attached report from the Clerk, who brings forward the suggestion of adding some new pieces of equipment to Lanehouse Lane Playground.
 - The Clerk has had a new entrance sign created for the playground, as attached. The last one was very faded. Designed by the Clerk upon guidelines received from RoSPA, artwork created by Mercer Print; printed and installed by Pendle Borough Council free of charge.
- 14. Ball Grove (4 minutes)**
- Councillors to approve, or otherwise, the amended transfer document and explanation, as attached. This has been seen and approved by our Solicitor. Upon Council approval, this will be sent to The Executive meeting at Pendle Council, for their consideration.
 - Councillors to note the attached Annual General Meeting of the Friends of Ball Grove, and note that the new Chair is Mel Henley.
- 15. Bus Shelter Windows (2 minutes)**
Councillors to note that the replacement metal-mesh panels for the missing windows are to be delivered w/c 26th June. To be painted in green colour RAL6007 - Bottle Green.
- 16. Dog Fouling Campaign (4 minutes)**
- A specific route passing the bowling green has been highlighted to Pendle Borough Council for consideration of monitoring. No reports received back as yet.
 - Councillors to consider the suggestion, at the June meeting, that the Clerk will purchase eco-friendly spray paint, for Councillors to spray dog fouling that has not been picked up, so that it can be publicised.

17. Remembrance Day

(2 minutes)

- Councillors to note that the Road Closure request has been submitted to Pendle Borough Council, for approval or otherwise.
- Poppy lamppost signs have been received and are ready for Remembrance Day.

18. Grot Spot Walk

(3 minutes)

Councillors to note the outcome of the Grot Spot Walk that took place on 17th June 2023. Cllr S Cockburn-Price, Cllr Jolley and the clerk attended.

19. Tram Tracks Access to field

(4 minutes)

Councillor watts suggests that, as the residential annex off the tram tracks has been refused by planning, and the licence for the access to the holiday let has not been signed, the parish council block vehicular access onto the site in some form. Councillors to consider this suggestion and how it will be blocked.

20. Next meeting

(2 minutes)

Councillors to confirm whether they will be able to attend the next meeting on Monday 7th August 2023 commencing at 7.00pm. If the meeting will not be quorate, Councillors should consider cancelling this meeting and therefore, the next meeting would be on Monday 4th September 2023.

21. Footpaths Officer's Report

(2 minutes)

Councillors to note the attached report from the Footpaths Officer that details the work carried out, by them, under the enhanced Countryside Access Service.

Councillors to consider paying the invoice, for the next 12 months, to continue with this service.

22. Email addresses

(3 minutes)

Councillors to consider the suggestion that all Councillors should have a specific .gov or .org email address for all Council business. Councillors to consider approving the suggestion that the Clerk should investigate this option.

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

APPLICATION: 23/0360/HHO PROPOSAL: Full: Erection of a two-storey side extension. AT: 22 Holme Crescent Trawden Colne.

APPLICATION: 23/0384/HHO PROPOSAL: Full: Demolition of existing conservatory and the erection of a single storey rear extension. AT: 4 Park Cottages Hollin Hall Trawden.

APPLICATION: 23/0363/HHO PROPOSAL: Full: Erection of rear dormer. AT: 27 Leyland Close Trawden, Colne.

- Councillors to note that Trawden Water Ltd, have appealed the decision by Pendle Borough Council, to not allow the removal of condition 18, affordable housing, on the site to the rear of Brookside Garage, Skipton Road.
- Councillors to note the attached Framework 54 newsletter from Pendle Borough Council, and feedback any comments on the consultation that is being run on the Pendle Local Plan V4.

24. Correspondence

Councillors to note that the diversion of footpath 148 at Stunstead Cottages, has now been made an Order.

25. Finance

Councillors to note the first quarterly budget sheet, as attached. Cllr Watts to arrange to do his first quarter checks, as required in the Financial Regulations.

To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£5.40
Clerk's additional hours	10 hrs
Lengthsman hours – 55 hours	£935
Grass Cutting Contract x 2	£350
Textstyles – hi-vis vests for Trawden in Bloom (paid)	£120
Mercer Print – artwork for new Lanehouse Lane Playground sign (estimate)	£50
Trawden Forest Community Centre – Office Electricity (paid)	£9.13
Mercer Print – Poppy stickers for Remembrance Day	£250
Farnworth Rose Solicitor – next interim payment (+ VAT)	£943.50
ICO GDPR/Data Protection Act 2018 - Data protection fee renewal	£40
Pendle Borough Council – Enhanced Countryside Service Option (+ VAT)	£2157

Next meeting Monday 7th August 2023 OR Monday 4th September 2023, commencing at 7.00pm.