



TRAWDEN FOREST  
PARISH COUNCIL

**Members of the Council are summoned to the  
Parish Council meeting to be held on Monday 1<sup>st</sup> March 2021, via Zoom at 7pm**

**Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO**

1. To receive Apologies
2. To consider and approve the Minutes of the meeting held on 1<sup>st</sup> February 2021 (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. Jenny Purcell/David Whipp – County Councillors Report - for information only
5. Borough Councillors Update - for information only
6. Community Centre Trustees Update – for information only

7. To adjourn the meeting for public participation for their Issues – 5 minutes per item. As the meeting is taking place virtually, if you would like to attend, please contact the Clerk.

*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

8. **Lengthsman.** Clerk to report on the Lengthsman's tasks completed for the previous month, and ask Councillors to consider any tasks that should be added to his schedule for the upcoming month.  
Councillors to consider whether the annual contract for the Lengthsman and Grass Cutting Contracts be reissued to the Lengthsman which commences on 1<sup>st</sup> April 2021. (5 minutes)
9. **Trawden in Bloom.** Councillor Robinson to report on the work carried out by the Trawden in Bloom team. (5 minutes)
10. **Allotments and Garages.** To note any issues Councillors D&C Storey report regarding Allotments and Garages.  
The Clerk has contacted Pendle Borough Council Environmental Health Department for guidance on the removal of cockerels from the allotments site. They will not intervene so she has written

to the tenants asking for cockerels to be removed by the end of February. Councillors to consider the enclosed responses from tenants. (5 minutes)

11. **Ball Grove Park.** To note the progress on the proposal for the Parish Council to take ownership of Ball Grove Park. Councillors to consider that the Chairman proposes allocating a working group for this project consisting of himself, Cllr David Storey, the Clerk, representatives from Friends of Ball Grove, and Pendle Borough Council. The Clerk has also had contact from the Solicitor appointed last year; she has received the transfer documents from Pendle Borough Council who are pushing for this to be completed by 31<sup>st</sup> March 2021. Councillors to consider whether the Solicitor should conduct land searches on the Park. (10 minutes)
12. **Map of interesting places.** To review the progress of the Map of interesting places Councillor MacDonald has received a response from her contact who is interested in taking this forward for the Parish Council. (5 minutes)
13. **Silver Birch Tree at Cotton Tree.** The report is to be presented to the Colne and District Committee on 4<sup>th</sup> March. The Tree Conservation Officer will report back after the meeting. The temporary Tree Preservation Order is in place until 12 June 2021. (3 minutes)
14. **Colne Area Committee** – for information only (5 minutes)
15. To consider the attached report from the **Friends of Trawden Playground** with reference to the Wheel Park/MUGA and upgrades to playground (5 minutes)
16. To review the issue of **escaping water at Bright Terrace**  
The clerk has written to County Councillor Purcell and asked that an engineer investigate the issues of excess water escaping into the garden of a property at Bright Terrace. Attached letter received back. Councillors to consider the next appropriate course of action. (10 minutes)
17. **Policies.** To consider the attached Policies for adoption and publication:
  - a. CCTV Policy
  - b. Complaints Policy
  - c. Code of Conduct
  - d. Data Protection policy
  - e. Disciplinary Procedures Policy
  - f. GDPR Policy
  - g. Grants Policy
  - h. Grievance Policy
  - i. Gritting Policy
  - j. Health & Safety Policy
  - k. Financial regulations Policy
  - l. Publication Scheme Policy
  - m. Social Media Policy
  - n. Standing Orders Policy
  - o. Vexatious Complainants Policy
18. **Tree on Tram Tracks.** To consider the offer of residents paying for the tree on the Tram Tracks to be cut back as they are concerned that it is getting bigger each year and whilst it is worse for neighbours it does really affect the afternoon/evening sun for the complainants. (3 minutes)
19. **Future Meetings.** To note that the National Association for Local Councils has issued initial guidance on the return of Face-to-Face meetings which are to commence on 7<sup>th</sup> May 2021. (5 minutes)

20. **Swim Passes.** £750 allocated to Trawden Forest Primary School for children's swimming. Councillors to consider replicating the rules put in place for the last financial year, where the parent/carer provides a receipt to school after the swimming activity for collection by the Clerk who will then reimburse the amount in cash, back to school for them to distribute. Councillors to decide when the free swimming activity should take place. (7 minutes)
21. **Friends of Trawden Playground.** To consider the attached correspondence from the group and formulate a response.
22. **Bus Shelter.** To consider the attached correspondence from a resident about the damaged bus shelter at Hopkinson Street. (5 minutes)
23. To consider **Planning Application** reference:  
**APPLICATION: 21/0027/FUL.** PROPOSAL: Full: Formation of a 40m x 20m manege with sand and rubber surface for private use only. AT: Land And Buildings To The North of Bents Bungalow, Hollin Hall Trawden BB8 8PT  
**APPLICATION: 21/0088/LBC.** PROPOSAL: Listed Building Consent: Install two rooflights and repairs to kitchen floor. AT: Dent Hall Colne Road Trawden
24. **Correspondence** – to consider and resolve to take action on the attached correspondence.

To pass on thanks to Councillors from Trawden Forest Primary School for the £500 donations towards Forest School.

25. **Finance** - To approve, or otherwise the following payments:  
£30 for new planter vinyls to be paid to Mercer Print.  
£1500 for Parish Council's contribution towards the car park improvements on the recreation Ground to be paid to Pendle Borough Council.  
Up to £13140 to be paid to Pendle Borough Council for the parks maintenance at Ball Grove.  
£70 for entry to the North West in Bloom competition.  
Additional £491.68 for Clerks additional hours worked.  
Lengthsman February Hours completed.

Councillors to also note that instalments of standing orders for rent for all tenants of Garages and Allotments have now been paid.

Councillors to note that the Parish Council bank account will move over from Yorkshire Bank to Virgin Monday in March.

Councillors to note that the bid for the Parish Champions Grant for the fencing on the playground has been awarded. £500 received against a bid of £650.

26. To bring to the attention of the Parish Clerk any outstanding issues requiring attention. The Clerk should then pass these onto the relevant authority for action, or add to the agenda for the next meeting.