



**Members of the Council are summoned to the
Parish Council meeting to be held on Monday 7th August 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 and Watts have sent apologies.
2. **To consider and approve the Minutes** of the Parish Council meeting held on 3rd July 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. **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.
 - Response received as attached, regarding the 2 problem areas of road, as identified at the grot spot walk.
5. **Borough Councillors Update - for information only** **(5 minutes)**
 - Cllr S Cockburn-Price to update the Parish Council on the current events.
 - The Restorative Justice meeting has been replaced with a visit from the Police to the offenders, to have a chat with them.
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.
Due to the Clerk being on annual leave, it may be necessary for any urgent issues raised, to be included as part of this meeting and resolutions may be made for items not included on the agenda.
8. **Trawden in Bloom.** **(4 minutes)**
 - Budget £2500 + income £1315 - spent YTD £1752.26 = Balance £2062.74.

9. **Clerks update** (2 minutes)
- The Clerk has accrued 3.75hrs in additional working hours and £7.20 in expenses. Councillors to consider paying the Clerk for these.
10. **Lanehouse Lane Playground** (10 minutes)
- The agreed repairs to the swings are complete. The Clerk has confirmed to Leo Brightley, who is scheduled to paint them.
 - Additional items of equipment - One play company failed to attend the pre-arranged meeting. One meeting has taken place. They are very impressed at the design suggested and will cost up supply and installation of these pieces, costs for re-surfacing both swing area safety surfacing and roundabout, supplying new swing seats pads and potential safety railings in front of both swing sets.
 - The new entrance sign has been installed.
11. **Ball Grove** (4 minutes)
- The proposed transfer document and commentary have been forwarded for The Executive meeting at Pendle Borough Council, for Officers decision. Meeting to take place on 21st September 2023.
 - The next meeting of the Friends of Ball Grove is on 18th of September at 7pm, at the Cotton Tree Inn. Is anyone able to attend?
12. **Dog Fouling Campaign** (4 minutes)
- No response regarding any fines that have been issued on the route suggested.
 - The Clerk has purchased tins of paint to highlight the dog fouling issued. These will be issued at the meeting.
13. **Tram Tracks Access to field** (2 minutes)
- The Clerk has contacted the Solicitor to see if we are able to block the access to the site. Waiting response.
14. **Policies for review** (5 minutes)
- Councillors to consider whether to adopt the new Reserves Policy and revised Community Engagement Strategy as attached.
15. **Training Opportunities** (3 minutes)
- Lancashire Association of Local Council's are offering the attached, on-line training sessions. All Councillors, as part of their application, agreed to attend training. The Clerk feels that all Councillors should attend this training, at some point. Councillors to advise the Clerk if they would like to attend this session.
16. **Planning Applications:** (link to view applications [Simple Search \(pendle.gov.uk\)](https://pendle.gov.uk))
- The updated Planning Guide document is attached from Cllr MacDonald. Councillors to give feedback detailing any further information required.
 - **APPLICATION: 23/0481/FUL PROPOSAL:** Full: Construction of a stable block, tack room and feed store and change of use of land to equestrian use. AT: Field Number 3565 Lane Top Winewall.
 - **APPLICATION: 23/0447/FUL PROPOSAL:** Full: Siting of a storage container (20ft x 8ft), next to the Pavilion Trawden Recreation Ground. AT: Pavilion Recreation Ground Keighley Road, Trawden.
 - Cllr Osborne has worked on the applications below and submits the attached report giving details of a suggested response. Cllr MacDonald also submits a suggested response.

Councillors to consider both documents before the meeting, and give their views for the Clerk to respond to the Planning department.

APPLICATION: 23/0473/HHO PROPOSAL: Full: Demolition of existing UPVC rear single storey extension and the erection of a rear single storey extension with the addition of a flat roof over existing kitchen and the proposed extension. AT: 25 Colne Road Trawden Colne.

APPLICATION: 23/0474/LBC PROPOSAL: Listed Building Consent: Demolition of existing uPVC rear single storey extension and the erection of a rear single storey extension with the addition of a flat roof over existing kitchen and the proposed extension. AT: 25 Colne Road Trawden Colne.

- Councillors to give the Clerk any feedback on the Consultation for the Local Plan (4th edition) as newsletter attached. Previously cascaded to members for consideration.

17. Correspondence

- Councillors to consider a request that has been received from a resident at Cotton Tree, for the Parish Council to cut the grass at the front of the garages, and to do an inspection of garages.
- Email received from Little Blossoms Nursery Manager to advise that they would like to try and move forward as a nursery, parish council and residents, with the parking issues. They would like Councillors to consider if there is a way that we can work together to try and resolve any issues.
- A resident has raised concerns about the large tree to the rear of the bus terminus. This falls on Parish Council land, and in the last tree survey, it was recommended that it be at least 2m from the residential property wall and 1.5m above the bus shelter. Works were classed as 'not required' at the time. Councillors to consider approval of these works.
- See letter attached from the Department for Levelling up, Housing and Communities regarding the Community Payback Scheme.
- Email attached from Leo Brightley attached thanking the Parish Council for the work on the bus shelter windows.

18. Finance

To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£7.20
Clerk's additional hours	3.75 hrs
Lengthsman hours – hours to be confirmed by Clerk at meeting	£
Grass Cutting Contract x 3	£525
Trawden Forest Community Centre – Office Electricity (paid)	£2.87
Society of Local Council Clerks Membership	£222
Milton Roberts – Roundabout repair	£325
Andrew Crawshaw – Roundabout repair inc consumables	£345
Milton Roberts – Playground swing repairs	£100
Andrew Crawshaw – Playground swing repairs inc consumables	£120
ITUS Security – SIM card and Annual Maintenance Contract renewal	£780
Mercer Print – Upstand signs	£81

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