



**Members of the Council are summoned to the
Parish Council meeting to be held on Monday 3rd October 2022, 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 meeting held on 5th September 2022 (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 wall at Gladstone Terrace is not owned by either Lancashire County, or Pendle Borough Council. Neil Watson arranged inspection to see if it is a concern. Response received – see attached.
 - Councillors to advise the Clerk of any issues that need raising with the County Councillors prior to the meeting.
 - Lancashire County Council will assess the request for warning signs to be erected near to the Recreation Ground.
 - Request for evening meeting with Officers requested. Councillors to suggest dates and times.
5. **Borough Councillors Update - for information only (5 minutes)**
 - Cllr S Cockburn-Price to update the Parish Council on the current events.
 - Councillors to advise the Clerk of any issues that need raising with the Borough Councillor prior to the meeting.
 - Attached is the document detailing planned repair works on the footpath joining Skipton Road and Holme Crescent. Councillors to consider any request for partial funding from Cllr S Cockburn-Price.
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 are permitted to attend.

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. Trawden in Bloom.

- Invoice received for the last meeting of the group.
- Invoices being received for items purchased. Clerk unaware of any spend due. Budget £2200 + income £1490 - spent YTD £1805 = Balance £1885

9. Garages.

(9 minutes)

- Cllr Hodgson to update the Councillors on the planned repairs to the road surface to the rear of Cotton Tree Lane, that the Council owns.
- The Clerk has engaged the services of a debt collector for the outstanding invoice for removal of a garage to the rear of Cotton Tree Lane. This cost for engaging this service, will be repaid to us, upon successful resolution of debt collection.
- Councillors to consider the attached, current, garage land tenancy and suggest any changes to it for the next financial year.

10. Parish Councillor Vacancies

(4 minutes)

- The closing date for 10 residents to respond to the request for an election for the 2 Cotton Tree, Winewall and Wcyoller area vacancies closes on 28th September. If no election is to take place, these vacancies will be published to invite residents, in these areas, to apply to the Parish Council for co-option consideration.
- The vacancy for the Trawden area vacancy has received one applicant who joins the Parish Council meeting tonight. Councillors are asked to consider the attached application.

11. Lanehouse Lane Playground

(6 minutes)

- Balance in account of Friends of Trawden Playground requested. Meeting to be held in October.
- Alteration to plan requested from Kompan – waiting response.
- Councillors to consider the attached quote for repair of the roundabout at Lanehouse Lane Playground.

12. Clerks update

(6 minutes)

- The Clerk has accrued 5.15hrs in additional working hours and £5.63 in expenses. Councillors to consider paying the Clerk for these.
- The HR Committee is arranging the Clerks annual appraisal.

13. New Parish Council Office

(4 minutes)

The structure has been ordered. Site visit completed. Delivery expected mid-November. Once installed, the Clerk will require some office furniture.

14. Tram Track Access

(5 minutes)

- The Licence has been amended, as per the requirements at the September meeting. This will not be issued until the cost for installation of Services has been agreed and funds received.
- Councillors to consider the new offer, from Mr & Mrs Harper, for permission to install electricity and water to their holiday let via the Tram Tracks verge, of £5000.

15. Parking problems at the entrance to Ball Grove, and around this area (3 minutes)

- Waiting for cost of double yellow lines to area across from the car park entrance. Chased.
- Councillors to report whether any leaflets have been left on vehicles at Trawden Road, parked illegally and any improvements this has made.

16. Lengthsman

(5 minutes)

- The Clerk has held the annual review with the Lengthsman and he is happy to continue with both the Lengthsman and Grass Cutting contracts from April 2023. With the increase in, especially fuel costs, the Clerk is recommending that the hourly rate for the Lengthsman is

increased to £17 per hour, and the grass cutting contract is increased to £175 per cut. Councillors to consider the Clerks recommendations.

- The Clerk has asked the Lengthsman to carry out an assessment of all the Parish Council owned benches. This will be presented to the Council meeting upon completion to agree any works required.

17. Ball Grove

(3 minutes)

It has been confirmed, by Pendle Borough Council, that both car parks at Ball Grove will not attract any Business Rates.

18. Planning Applications:

3 Planning Applications have been responded to since the September meeting. See attached. Councillors to consider the below planning application in order for the Clerk to respond to Pendle Borough Council, with any comments.

Applications for discussion at the meeting:

APPLICATION: 22/0584/FUL PROPOSAL: Full: Demolition of an existing Agricultural Building and erection of a replacement Agricultural Livestock Building and Yard Area. AT: Spring Garden Villa, Skipton Road, Trawden

19. Correspondence

- Notification received that the Friends of Ball Grove meeting has been rescheduled to 24th October 2022.
- Notification received that the footpath past Hillsboro', Hall Road, has now been extinguished.
- Notification received that the annual Lancashire Parish and Town Council Conference will take place on Saturday 12 November 2022 in The Exchange at County Hall, Preston beginning at 9.30am. Lancashire Association of Local Councils (LALC) who will hold their AGM in the afternoon, following the conference in the morning. Lunch will be provided for all delegates. Councillors to advise the Clerk if they are interested in attending.

20. Finance

To approve, or otherwise the following payments:

Clerk's additional hours	5.15hrs
Clerk's expenses	£5.63
Grass cutting contract	£320
Lengthsman September hours	£465
Trawden in Bloom – Community Centre Hire	£15
Are You Owed Money Ltd – debt collector – paid (inc VAT)	£150
LBS – Compost Trawden in Bloom	£31.70
LBS – Compost Trawden in Bloom	£7.00

- The Parish Council's contract with Zoom is due to auto-renew at approx. £170 for 12months. Councillors to consider whether we want to continue with this subscription or cancel?
- The Parish Council annually, gives grants to the following charities. Councillors to consider whether these donations should be granted again this year:

Upkeep of the Church Clock	£200
Friendship Group	£500
Trawden Forest Community Centre	£300
Mountain Rescue	£200
Air Ambulance	£200

This would leave a balance of £1600 in the grants budget for this financial year.

- Half year budget attached for Councillors consideration. Councillor Watts to inspect the quarterly accounts, as per the Financial Regulations.

Next meeting Monday 3rd October 2022, commencing at **7.00pm**