



**Members of the Council are summoned to the  
Parish Council meeting to be held on Monday 5<sup>th</sup> December 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 7<sup>th</sup> November 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. **Councillors to consider appointing a Councillor to time each agenda item**
5. **County Councillors Report - for information only (5 minutes)**
  - CClr Purcell to update the Council on whether Lancashire County Council have agreed to a new grid on Burnley Road, any progress with the cutting back of foliage at Cotton Tree, any updates with the report from the meeting at Hollin Hall regarding parking issues, updates about parking at the top of Church Street and ongoing issues with parking at Trawden Road across from the solid white line and junction markings.
6. **Borough Councillors Update - for information only (5 minutes)**
  - Cllr S Cockburn-Price to update the Parish Council on the current events.
  - Cllr S Cockburn-Price to update Councillors on the untaxed vehicle problem at the Tram Tracks at Cotton Tree.
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 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. **Trawden in Bloom. (2 minutes)**
  - Budget £2200 + income £1490 - spent YTD £2986 = Balance £704. Invoice expected from Marlyn Engineering for works carried out at CNC Support on the obelisks.

- 10. Garages/Allotments (7 minutes)**
- Cllr Hodgson to update the Councillors on the repairs to the road surface to the rear of Cotton Tree Lane, that the Council owns.
  - Nick Elliot attends the meeting to give an update from the Trawden Forest Allotment Association.
- 11. New Youth Initiative (4 minutes)**
- It has been suggested that the Parish Council provide some youth provision/activities and budget for this. Councillors asked to put forward suggestions to be discussed at this meeting. None received.
- 12. Budget 2023/4 (10 minutes)**
- Cllr Hodgson and the Clerk have prepared the attached, projected year end and budget proposal document. Councillors to consider the figures and provide feedback for any amendments suggested, ready for ratification and precept setting, at the January meeting.
- 13. Lanehouse Lane Playground (5 minutes)**
- The Lengthsman has agreed to assist in carrying out Spring improvements at the playground as attached. The Clerk met with Let's Play Everywhere who will submit a quote for the intended works.
- 14. Clerks update (2 minutes)**
- Councillors to consider the brief update on outstanding issues attached.
  - The Clerk has accrued 2.75hrs in additional working hours and £5.40 in expenses. Councillors to consider paying the Clerk for these.
- 15. New Parish Council Office (4 minutes)**
- Expected delivery date early January 2023. Crane operator to be advised of date once confirmed. The Clerk has requested written agreement for the building, as per the attached; agreed by the Trustees. Groundwork quotes received and approved.
- 16. Tram Track Access (3 minutes)**
- Mr& Mrs Harper's solicitor is reviewing the Licence. Clerk in contact with Council's solicitor to answer queries raised.
- 17. Parking problems at the entrance to Ball Grove, and around this area (3 minutes)**
- Clerk still waiting costs for double yellow lines across from entrance to Winewall Road car park.
  - New signs for car park and to discourage parking beyond the car park, are to be erected.
- 18. Lengthsman (3 minutes)**
- The Lengthsman advises that the Tram Track verge would benefit from spring bulbs. Councillors to consider purchasing some bulbs and a budget for this.
  - The benches, as per the approved list, will be repaired over winter.
- 19. Ball Grove (5 minutes)**
- Further information received and distributed from Solicitor regarding outstanding queries. See attached. Councillors to consider whether this answers outstanding queries and whether we should give the go-ahead to our Solicitor to proceed with transfer.
  - The Clerk and Chairman have met with the café tenant to give an update. Minutes of meeting attached.
  - Last meeting notes from the Friends of Ball Grove meeting attached.

**20. Christmas Lights Switch on**

**(4 minutes)**

- All prepared for Thursday 8<sup>th</sup> December. Risk assessment complete. Any volunteer marshals, please let the Clerk know.

**21. Remembrance Day**

- The road closure was a success. No reports of verbal abuse to marshals.

**22. Bus Shelters**

**(5 minutes)**

- Councillors to consider the attached proposal for the maintenance schedule of the Parish Council owned bus shelters. Cllr Brightley holds the maintenance contract for the Parish Council, and will therefore not be permitted to participate in conversations where decisions are being made.

**23. Nomination for School Governor**

**(3 minutes)**

- Ruth Crompton was the previously nominated Parish Council representative on Trawden Forest Primary School governors. Councillors to consider who should replace Ruth in this position.

**24. Recreation Ground**

**(4 minutes)**

The first meeting regarding the creation of a Management Committee to do the day-to-day running of the Recreation Ground, following acquisition, has taken place. Councillors to consider the attached document.

**25. Planning Applications:**

- Councillors to consider and comment on the following planning applications:  
APPLICATION: **22/0780/FUL**. PROPOSAL: Full: Construction of stable block comprising of tack room and feed store. AT: Field Number 3565 Lane Top Winewall.
- Councillors to consider the attached responses for the appeal for 13 Back Lane and planning reference 22/0644/HHO which have been responded to.

**26. Correspondence**

Email received from Sheila Walker, Church Warden to thank the Parish Council for the generous donation for the upkeep of the Church clock.

Letter received from North West Air Ambulance, thanking the Parish Council for their donation.

**27. Finance**

To approve, or otherwise the following payments:

Clerk's expenses	£5.40
Clerk's additional hours	2.75hrs
Installation of Electricity supply for the defibrillator at White Lee Head club (paid)	£152
Lengthsman November hours	£232.50
Royal British Legion – Poppy Wreath	£20
Reimbursement to Cllr Hodgson – lights and cable Xmas tree at Cotton Tree	£12.03

AYOM Ltd continue to pursue Nick Dobby for the outstanding payment.

Next meeting Monday 16<sup>th</sup> January 2023 – Budget meeting only - commencing at **7.00pm**