



Members of the Council are summoned to the Parish Council meeting to be held on Monday 4th March 2024, 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 February 2024 (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 Parish Council eagerly awaits the proposals for the double yellow lines at Hollin Hall, changes to the top of Church Street and how to rectify the issue of egress from Boulsworth Drive from Lancashire County Council.
 - CClr Purcell to update the Council on any progress made with the request of using LCC land at the side of Trawden Road, for additional residents parking.
 - Works have been completed on the trees at Spring Garden Villas. The wall will be repaired in due course.
 - CClr Purcell to update the Councillors on progress made with calling a meeting with stakeholders following the resident request at the February meeting.
5. **Borough Councillors Update - for information only (8 minutes)**
 - Cllr S Cockburn-Price to update the Parish Council on the current matters.
 - Cllr S Cockburn-Price has been in liaison with the Police in the hope that a CCTV register could be created so that when there is an incident, the Police can call on residents to supply images. Councillors to consider that the Parish Council should assist in data gathering, if required.
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.
8. **Trawden in Bloom. (2 minutes)**
 - Budget £2500 + income £1595 - spent YTD £2794 = Balance £1301

- The Clerk asks Councillors to approve payment of £85 for the entry to the North West in Bloom competition for 2024.
- Councillors to consider reimbursing Beverley Robinson for mileage to garden centre £10.80.
- Councillors to consider the attached request, from Trawden in Bloom, to replace the base of the muck spreader at a cost of £240.

9. Clerks update (6 minutes)

- Councillors to note the Clerks Report, as attached.
- The Clerk has accrued 3.75hrs in additional working hours and £5.20 in expenses. Councillors to consider paying the Clerk for these.
- Councillors to note the report (to follow), from the HR Committee, regarding the Clerks annual appraisal. These recommendations have been approved by the HR Committee and they ask Councillors to formally approve the recommendations.
- Councillors to note that the Clerk has met with a Fire Safety officer to conduct an assessment of the office – no action required.

10. Lanehouse Lane Playground (2 minutes)

- Works are complete at the playground and it has re-opened. It has been independently RoSPA inspected and passed.
- Councillors to consider the offer from the Trawden Arms who ask whether the Parish Council would like any of their picnic benches for the playground. They would need collecting and painting. Councillors to decide how many would be required, if it is felt that it is a good idea and colour to be painted.
- Councillors to consider some sort of privacy screening to property at Carr View now basket swing has been installed.

11. Aisled Barn at Wycoller (5 minutes)

Concerns have been raised by Trawden in Bloom, regarding the lack of repairs on the Aisled Barn at Wycoller since Lancashire County Council closed it due to it being unsafe. Councillors to note the attached response that Cllr S Cockburn-Price has been pushing for and decide how and whether progress this.

12. Ball Grove (20 minutes)

- a) Councillors to note that the Clerk has put together the attached 'to do' list for the building.
- b) The Clerk has written to Pendle Borough Council and the café tenant to ask that they remove their items from the building at Ball Grove by 6th March 2024. Councillors to note that Pendle Borough Council have removed their debris.
- c) Councillors to decide when and who should empty the remaining debris from the building, and who should remove the non-structural interior walls.
- d) One of the dog fouling bins has broken and it has been suggested that it be replaced with a multi-purpose bin (takes normal and dog waste). Cost of supply and installation is £400. Councillors to consider approval of this new bin.
- e) Cllr Beswick suggests that a grot spot walk is done around the Park in order to identify any issues requiring attention (not to include any grounds maintenance). Councillors to consider whether this is appropriate and if so, when it should take place.
- f) Councillors to note the attached minutes of the last Friends of Ball Grove meeting and progress report.
- g) Councillors to consider approving the delegation the payment and invoicing of utility bills to the Clerk for the building at Ball Grove.
- h) Councillors to note that the Green Flag application has been submitted and accepted with the attached Management Plan for 2024/5.

- i) Councillors to review the attached 'Benefits of the Green Flag' document and consider whether the Parish Council applies again next year.
- j) Councillors to consider approving the attached cost for repairing the access doors to the building.
- k) The track from the entrance at Winewall Lane along the river side of the Park needs some stone for filling the holes. Councillors to consider that the Parish Council will supply stone to fill the holes, and residents will carry out the works.
- l) The Fire Risk Assessment has taken place. The officer will put together a list of action points for consideration whilst renovations are taking place.
- m) Councillors to note the attached details from the electrician regarding required works at the building at Ball Grove. Councillors to decide how to pursue the works required.

13. Grot Spot Walk (7 minutes)

The Grot Spot walk took place on 10th February. Councillors to note the attached report and consider the items where Councillors decisions are required.

14. Launch event for NHP (5 minutes)

The Trustees have asked that any event held in the library to launch this project is held between 4 and 6pm. Councillors to consider which day of the week is best and suggest some dates for the Trustees to consider.

15. Map of Parish (4 minutes)

Cllr Hodgson presents a sample map for Councillors to consider as a template for the suggestion of a full street map of the parish. Councillors to consider if this project should be pursued for a street map of the whole Parish. This would need to be completed by a graphic designer and print company.

16. Garages and rear of Cotton Tree Lane (3 minutes)

Last year, Councillors decided to schedule an inspection of the garages and Parish Council owned land, to the rear of Cotton Tree Lane. Councillors to consider when this will take place, and who will carry this out.

17. Resignation of Councillor (2 minutes)

Councillors to be made aware that Cllr MacDonald has resigned from the Parish Council. The Clerk to inform Electoral Services.

18. Planning Applications: (link to view applications [Simple Search \(pendle.gov.uk\)](https://pendle.gov.uk)) - None

APPLICATION: 24/0069/FUL PROPOSAL: Full: Erection of 4 no. dwellings and associated works. AT: Land To The South Of Green Meadow Trawden.

APPLICATION: 24/0085/HHO PROPOSAL: Full: Erection of a domestic garage, store, work space and rear balcony with a balustrade to south elevation. AT: 25 White Lee Avenue Trawden Lancashire.

APPLICATION: 24/0035/FUL PROPOSAL: Full: Demolition of existing semi-derelict three-storey dwelling, garages and other outbuildings and the erection of a two-storey replacement dwelling and detached garage with garden room above. AT: Old Chelsea House, Clogg Heads, Trawden

APPLICATION: 24/0115/LBC PROPOSAL: Listed Building Consent: Erection of a single storey rear stone extension and replacement of all existing windows and doors. AT: Stable Cottage Far Wanless Farm, Hollin Hall, Trawden. Councillors to note that the Planning Committee have responded to the planning application associated with this Listed Building Consent.

APPLICATION: 24/0091/HHO PROPOSAL: Full: Erection of part single and part two storey rear extension, alterations to roof and insertion of new window and rooflight openings. AT: Becksie Cottage, Wycoller Road, Trawden

Councillors to approve, or otherwise, the attached responses submitted to the Planning Department on applications received since the last meeting.

Councillors to note that: Planning Appeal: Land To The South Of Green Meadow, Trawden Proposed Development: Full: Erection of 5 detached houses and associated works. Planning Application Ref: 23/0043/FUL Foster Building Contractors Ltd has appealed to the Secretary of State against the Council's refusal of the above planning application.

19. Correspondence - None

20. Finance

To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£5.20
Clerk's additional hours	3.75 hrs
Lengthsman hours for December, January and February	£408
Lengthsman reimbursement of cleaning solution	£24
Community Centre Trustees – Electricity for office (+ VAT) paid	£27.90
Live Play Educate – balance of payment (+ VAT) paid	£16428.50
Pendle Borough Council – Flag Pole Inspection at Ball Grove (+VAT)	£180
Reimbursement to B Robinson for travel expenses	£10.80

Next meeting Monday 8th April 2024, commencing at 7.00pm.