



TRAWDEN FOREST  
PARISH COUNCIL

**Members of the Council are summoned to the  
Parish Council meeting to be held on Monday 6<sup>th</sup> December 2021, 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 1<sup>st</sup> November 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. **County Councillors Report - for information only (5 minutes)**  
Councillors to advise the Clerk of any issues that need raising with the County Councillors prior to the meeting.
5. **Borough Councillors Update - for information only (8 minutes)**
  - Cllr S Cockburn-Price to update the Parish Council on the current situation.
  - Councillors to advise the Clerk of any issues that need raising with the Borough Councillor prior to the meeting.
  - The next meeting of the Colne Youth Action Group Management Meeting is on 14<sup>th</sup> December at 6.30pm via Microsoft Teams if anyone would like to join in.
6. **Colne Area Committee – for information only (5 minutes)**
7. **Community Centre Trustees Update – for information only.**
8. **To adjourn the meeting for public participation for their Issues – 5 minutes per item.** Members of the public are permitted to attend. If you would like to attend, please contact the Clerk before 12 noon on the day of the meeting. If you have not pre-booked with the Clerk, you may not be permitted entry due to limits on the number of people permitted in the building at any one time.

*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. (3 minutes)**
- Remaining budget £1276. Mandaleigh Plants have reissued their latest invoice now made out to Trawden Forest Parish Council so VAT can be reclaimed.
  - The Clerk has applied to the Borough Councillors Horticulture Fund for the planned Queens Platinum Jubilee Memorial at Trawden Road.
- 10. Allotments and Garages. (3 minutes)**
- No concerns raised to the clerk before the meeting.
- 11. Recreation Ground (8 minutes)**
- The Parish Council has been asked whether it would be interested in taking ownership of the Recreation Ground from Pendle Borough Council. Updated running costs attached for consideration.
- 12. Area at top of Tram Tracks (5 minutes)**
- Councillors to consider the attached report about the tarmac area to the top of the Tram Tracks.
- 13. Transfer of Ball Grove Park. (12 minutes)**
- The Clerk has also asked for clarification on any business rates that would be payable for the car parks and building. Waiting response.
  - It was decided, when the grounds maintenance contract was given to Pendle Borough Council, that an annual inspection would be carried out to ensure they are providing the Service that the Parish Council will be paying for. Councillors to consider who to ask to do the park inspection in conjunction with the grounds maintenance documents that have been supplied to us.
  - Councillors to consider the attached correspondence from a resident of property on Ball Grove.
  - Councillors to note the report attached from the Solicitor.
  - Cllr Crompton to propose a sub group formation to deal with the business asset of Ball Grove café and lease/storage unit and car parks.
- 14. 2022/23 Budget proposals (10 minutes)**
- Councillors to consider the draft proposal from the Chairman and RFO for the budget for 2022/23. Any amendments need to be proposed so the final budget can be presented in January 2022.
  - Scribe Accounting system – Councillors to consider buying into the Scribe Accounting System for Parish Councils. Details attached.
- 15. Tree Survey (3 minutes)**
- Cllr's Hodgson and D Storey have identified the trees where work is required. 3 quotes received, see attached. Councillors to consider which quote should be approved.
- 16. Grot Spots (5 minutes)**
- Councillors to consider the attached updated report for information.
  - Whilst on the walk, it was noticed that the side glass panel in the bus shelter at the bottom of Dean Street has been smashed. Councillors to consider carrying out repairs.
- 17. Activities for older children (10 minutes)**
- Councillors to consider the suggested activities enclosed.
- 18. Proposed Trampers at Ball Grove (5 minutes)**
- Councillors to consider the attached correspondence from the Parks department regarding the introduction of Trampers at Ball Grove.

**19. Meeting dates for 2022 (4 minutes)**  
Councillors to approve, or otherwise the proposed meeting and submissions dates proposed by the Clerk for 2022.

**20. Clerks update (6 minutes)**

- The Clerk has accumulated 6 additional hours during the month and £6.30 in travel expenses during the last month. Councillors to consider payment for these.
- The clerk's annual appraisal is now due. Councillors to decide when this will take place and what preparations are required.

**21. Parking issues at Cotton Tree (3 minutes)**  
Councillors to consider the attached proposal regarding sending letters to the residents of Winewall Lane (no's 1-6) following email correspondence from Cllr S Cockburn-Price.

**22. Purchase of Speed Indicator Devices (5 minutes)**  
Cllr D Cockburn-Price has been advised that the Police are not permitted to purchase the Speed Indication Devices, the plates and the laptop required to download the information from the SPID's. Councillors to consider the purchase of these for the Boulsworth Ward which are fully funded by Pendle Borough Council.

**23. Lancashire Association of Local Council's conference 'Working Together Better'**  
Councillors to note the attached report received from Cllr MacDonald after attending the above conference on the Parish Council's behalf.

**24. Swim Passes (3 minutes)**  
Councillors to consider the request from Pendle Leisure Trust asking for the Parish Council participation of the contribution to the trust for primary school swim passes during school holidays. The cost is £729.77 for the financial year 2022/3.

**25. Planning Applications:**

Planning Application 21/0868/LBC. Seg Hole Farm Hollin Hall Trawden Colne Lancashire BB8 8PU. Listed Building Consent: Proposed new windows, new external door, new chimney stack, internal alterations and removal of flue pipe. Comments submitted: The proposed layout does make a better streamlined layout and Councillors can see the need to remove the external chimney stack. Externally, the dwelling will be improved.

Planning Application 21/0841/HHO. Beckside House Wycoller Road Trawden Colne Lancashire BB8 8SY. Full: Erection of single storey rear extension. Comments submitted: Any alterations to this property would have to be in-keeping with the area, but Councillors are not concerned about any of the proposals included in this application.

**26. Correspondence** – response received from resident of White Lee Avenue who is pleased that the bushes will be cut back. She will contact the land owner of the conifers and ask that they deal with those.

**27. Finance**

To approve, or otherwise the following payments:

Lengthsman's hours	£502.50
Reimbursement to Lengthsman for Red Label Chemical	£15.96
Reimbursement to D Storey for lock approved at November meeting	£35

Next meeting January 2022. Commencing at **7.00pm**.