



Members of the Council are summoned to the Parish Council meeting to be held on Monday 6th November 2023, at 7pm, at Trawden Forest Community Centre

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. To elect a Chairperson for this meeting

Councillor Hodgson sends his apologies for this meeting. Councillors to resolve who will be Chair.

2. To approve Apologies – Cllr MacDonald, Cllr Hodgson, Cllr Beswick, Cllr Osborne

3. To consider and approve the Minutes of the Parish Council meeting held on 2nd October 2023 (enclosed).

4. To receive Declarations of Interest

Members are to be reminded of the requirements of the member Code of Conduct concerning the Declaration of Interests.

5. County Councillors Report - for information only (5 minutes)

- The Senior Engineer at Pendle Borough Council is returning to work. Lancashire County Council to arrange an on-site meeting including the Parish Council. Any progress?
- Cllr Purcell to update the Councillors on the outstanding issues: leaking trough at Gladstone Terrace and collapsed wall at Spring Garden Villas.

6. Borough Councillors Update - for information only (5 minutes)

- Cllr S Cockburn-Price to update the Parish Council on the current matters.
- Councillors to note the attached, up-to-date report from Colne Youth Action Group.

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 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.

9. 2024/5 Budget (7 minutes)

Councillors to respond to the proposed budget for 2024/5, as attached and decide whether the figures presented fairly represent the required amounts for the next financial year. Any amendments required will be presented at the December meeting.

- 10. Trawden in Bloom. (3 minutes)**
- Budget £2500 + income £1405 - spent YTD £2353 = Balance £1552.
 - Trawden in Bloom attended the prize giving ceremony and have been awarded a Gold Award
- 11. Clerks update (2 minutes)**
- The Clerk has accrued 7hrs in additional working hours and £7.65 in expenses. Councillors to consider paying the Clerk for these.
 - The Clerks annual appraisal was due in October; date still to be arranged with HR committee.
- 12. Councillor Vacancy (4 minutes)**
- The Clerk has advertised received one application as attached. Jonathan attends the meeting and Councillors to decide whether to co-opt him.
- 13. Lanehouse Lane Playground (3 minutes)**
- The proposed event regarding the upgrade of the playground has not taken place as not enough people confirmed attendance. Councillors to decide whether this should still go ahead, and if so, to set a date. The Clerk will then ensure this is acceptable with school before any firm arrangements are made.
 - The Clerk attaches a quote from LPE for similar additions, as the consultation. Councillors to note the quote for future decision on works to be carried out.
- 14. Ball Grove (15 minutes)**
- The final transfer document has been returned to Pendle Borough Council. Transfer effective from 1st November 2023.
 - The Clerk has confirmed to the Solicitor that the indemnity insurance has been paid.
 - Leo Brightley has completed painting the barrier at the car park entrance on Winewall Lane. Reimbursement of funding from Borough Councillors for £245 received.
 - Councillors to note the minutes from the latest Friends of Ball Grove meeting, held in September.
 - Councillors to note the new Grounds Maintenance Schedule and costs for 2024/5, as attached and agree, or otherwise, that Pendle Borough Council will continue with this service for the next financial year.
 - Councillors to consider and decide a limit, if required, for minor repairs at Ball Grove, so that if an issue is found, it can be dealt with immediately.
 - Councillors to decide whether the Ball Grove Acquisition Committee members, can agree any changes directly with the café tenant regarding rent, liabilities etc.
 - Councillors to consider purchasing a defibrillator and cabinet and install on the building at Ball Grove. If approved, should this include paediatric pads as well as adults?
 - Invoice for £14557.50 received for grounds maintenance for Ball Grove from Pendle Borough Council. Councillors to consider paying the invoice.
 - Councillors to note that the additional premium for insurance of the building at Ball Grove is £273.86 and has been paid in order to ensure the transfer is completed. Public liability automatically extends to all land held under the Parish Council's name.
- 15. Christmas Lights Switch-on Event (3 minutes)**
- Plans are moving on; the background music, school choir, tree installation, mulled wine and ladies choir confirmed. The Clerk to confirm to Cllr Osborne the items that need purchasing.
- 16. Trawden Forest Neighbourhood Plan (5 minutes)**
- Councillors to consider the correspondence from O'Neill Homer and Kirkwell's, with regards to the 2 new proposed policies for the Plan.

- Councillors to consider holding an open event to encourage residents to get involved in the update of the Neighbourhood Plan. If agreed, Councillors to consider when and where this should take place.

17. Grot Spot Walk (4 minutes)

Councillors to see attached list of issues raised and make resolutions on the queries. Attended by Cllr's Holmes and Beswick and Cllr S Cockburn-Price.

18. Safeguarding Officer (1 minutes)

Councillors to note that Cllr Beswick has completed the safeguarding training and is the Council's Safeguarding Officer.

19. Additional Local Green Spaces (3 minutes)

The Clerk has submitted the last of the forms, to Pendle Borough Council and has been advised that 4 of the 14 submitted have pass the initial tests. Councillors to decide whether participate in the Consultation.

20. Remembrance Day (2 minutes)

Councillors are reminded that the Remembrance Day Parade is on Sunday 12th November. The road closure has been approved. Councillors to note Risk Assessment attached, for reference.

21. Trawden Road Bus Shelter (5 minutes)

Councillors to decide what should be done regarding the roof of the bus shelter.

22. Meeting Dates 2024 (3 minutes)

The Clerk suggests the attached meeting dates for 2024. Councillors to consider these dates and approve, or otherwise.

23. Biodiversity Policy (3 minutes)

The Clerk has been informed that all Parish Councils must have a Biodiversity Policy in place, by 1st January 2024. The Clerk presents the attached policy for approval, or otherwise.

24. Speed Indicator Device (SpID) Sites (3 minutes)

Councillors to consider the attached correspondence from Colne Town Council regarding the locations of the plates for the SpID around the Parish and decide whether any additional plaques are required.

25. Councillors specific email addresses (2 minutes)

Councillor's email addresses have now been set up and are to be used, with immediate effect and to note that the additional cost is £3.50/month.

26. Planning Applications: (link to view applications [Simple Search \(pendle.gov.uk\)](https://pendle.gov.uk))

APPLICATION: 23/0649/FUL PROPOSAL: Full: Siting of a storage container (20ft x 8ft). AT: Pavilion Recreation Ground Keighley Road.

- Councillors to note and approve the response created by the Planning Committee for the application below:

APPLICATION: 23/0628/HHO PROPOSAL: Full: Insertion of 2no. patio doors to carport to form an enclosed area and alterations to floor levels to create a habitable room. AT: Briermead Lane House Lane Trawden.

Response: Councillors have no objections to the proposals within this application. The difference in roof type shows that it isn't original to the property. It is a usable space without impeding on the parking that is within the curtilage of this property.

Councillors are disappointed that this is yet, another retrospective application within the parish.

- Councillors to note that the appeal for the removal of the condition to provide affordable housing at the development off Dean Street and Skipton Road has been awarded in favour of its removal. The developer will still have to contribute to school places and off-site open space.

27. Allotment Fence Posts

(2 minutes)

Councillors to decide whether to fund 15 new posts (£100) for splitting of an allotment.

28. Correspondence

- Thank you for the donations, received from St Mary's Church, Mountain Rescue and the Friendship Group.
- Councillors to note the attached copy of letter from Lancashire County Council that was sent to Alan Neal who is the Lancashire Association of Local Councils Executive Committee Delegate to NALC, following numerous issues raised.
- Suggestion from a member of the parish asking for Councillors to think about providing signs, asking for people to avoid dropping litter, fly tipping and leaving dog poo. A 'polite' request to keep out beautiful village' beautiful'.
- Councillors to note the thank you letter received from Trawden in Bloom for the Council funding their tickets for the prize giving ceremony.

29. Finance

To approve, or otherwise the following payments:

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| Clerk's expenses - Mileage | £7.65 |
| Clerk's additional hours | 7hrs |
| Lengthsman hours x 54 hrs | £918 |
| Grass Cutting Contract x 1 | £175 |
| Leo Brightley – painting barrier at Ball Grove (paid)* | £278 |
| Reimbursement to Cllr Beswick for Safeguarding Course (paid) | £15 |
| Farnworth Rose Solicitors – Access off Tram Tracks (+VAT) | £255 |
| Mandeleigh Plants (+VAT) | £441 |
| Farnworth Rose Solicitors – final payment for all works relating to Ball Grove | £1692 |
| LBS compost and manure (paid) | £39.99 |
| Trawden Forest Community Centre – meeting room hire (paid) | £300 |
| Zurich Insurance – Ball Grove building (paid) | £273.86 |
| Scribe Accounting System Annual Invoice (inc VAT) | £812.16 |

Councillors to note that the agreed funding of £245 from the Borough Councillors has been received.

PART 2

To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.

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