



Minutes of the Meeting held on Monday 3rd November 2025

Present

Clerk Adele Waddington

Councillor Eleanor Jolley

Councillor Lester Spencer

Chair Ann Holmes

Councillor Barry Hodgson

Councillor Jonathan Wiggins

Councillor David Barritt

Councillor Andrea Beswick

Also in attendance: Borough Councillor Sarah Cockburn-Price, Residents x 6, Nick Elliot, Gill Sides

Apologies accepted from: Councillor Adrian Foulkes, Councillor Philippa Osborne, Cllr Mark Watts

Minutes - It was resolved that the Parish Council Minutes of the Meeting held on the 6th October 2025 be signed by the Chairman as a true and accurate record.

Declaration of Interest – None

4. Police Report

The Police were unable to attend the meeting.

5. County Councillors Report

Cllr McCollum couldn't attend the meeting, and no update was received.

Borough Councillors Update/ Colne and District Committee

Cllr S Cockburn-Price reported she is waiting for Lancashire County Council to answer the questions raised by Colne Area Committee regarding the consultation around Favordale HFE.

Pendle Borough Council have moved their meetings to 6.30pm and Cllr S Cockburn-Price would like the Parish Council to consider changing the start time of their meetings too. The Clerk to add to the December agenda. Cllr S Cockburn-Price is looking at implementing a new scheme called 'Play Streets' where streets would be closed for a short time whilst children played out. She will forward the details to the Clerk for inclusion on the next agenda.

Cllr S Cockburn-Price advised that the planning application for the new farm buildings near Stunstead has been refused, but the applicant is considering moving the buildings within the site and re-applying.

7. Community Centre Trustees update

Councillors noted the report sent by the Chair of Trustees which included: the village newsletter is at the printers so will hopefully start going out week beginning 27th October; the fire risk assessment took place on 23rd October, any relevant issues will be fed back to the Parish Council; the final submission has been sent to the Lottery Community Fund project that funded the posts of Volunteer Coordinator and Community Support Worker. These posts have made a significant positive impact, and we are really pleased that we've managed to budget to continue funding them from income for at least the next three years; events coming up at the Community Centre include another Ladies Night on 7th November, the annual Festive Craft & Gift Fair on 26th November and another Sunday Session featuring live country music on 30th November. In December, the very popular children's Christmas party will be held on 7th and we are in the process of planning a New Year's Eve party.

8. Residents Issues

- One resident attended the meeting regarding the bushes at the top of Back Lane. The Clerk explained that the Parish Council only owns a small percentage of these bushes, but they are on the Lengthsman's list to be cut back. The Clerk will try and ascertain who owns the rest of the area for future maintenance.
- Five residents attended the meeting to raise their issues regarding a planning application for 10-12 Hollin Hall.

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9. Allotment Association

Nick Elliot, Chair of the Allotment Association and new secretary, Gill Sides attended the meeting to give an update on the allotments. Nick thanked the Clerk for meeting during the month to iron out some issues that had been raised. Nick advised that the waiting list has reduced to 16 people and the team are making sure that tenants uphold the terms and conditions of rent. Where they are not, they are being reminded of the agreement and if they do not abide by the rules, they are removed from their plot. The communal and composting areas are working well, and they still have good links with the school and Trawden in Bloom. They would like a slot in the next newsletter. The Clerk will forward the contact details of the author so that they can request this for the next one. The manure compound is work in progress. The information requested has been given to Environmental Health and a decision is awaited.

10. Trawden in Bloom

It was resolved that the £5 increase for some of the planters be imposed. The Clerk will write to those sponsors affected.

11. Ball Grove

- a) Councillors noted that the locking bollard has been delivered. Cllr Hodgson will install.
- b) The physical consultation took place on 2nd October and 1st November, and the online consultation ran until 2nd November. Outcomes to be reported at the December meeting.
- c) Councillors noted the Clerk has met with Maureen Askew who will submit the Lancashire Environment Funding bid for the building renovation once it is completed.
- d) It was resolved that the Clerk instruct Monk of Colne to carry out the re-lining works to the disabled parking area near to the building and the car park at Winewall Road.
- e) Cllr Spencer will re-install the barrier when time allows.
- f) Councillors noted that the signed licence has been received back from the Burnley and Pendle Angling Association.
- g) Councillors noted that the Clerk has met with Lancashire Fire and Rescue Service for guidance on throw lines at the lake. They agreed with the proposed locations and the Clerk awaits the final information from them in order for the boards to be created. The Fishing Club and café have been information about these boards.
- h) It was resolved that the Clerk would contact Healthmatic for a survey to be carried out on the currently unused disabled toilet to see if it is viable to re-open as a multi-use toilet with pay facilities.
- i) It was resolved that the Parish Council would spend up to £50,000 of it's budget on the building renovation.

12. War Memorial

- No further plans can be made until the tree works have been carried out. The Clerk to contact the tree surgeon for crown lifting, as recommended by Pendle Borough Council.
- Councillors noted that the Clerk can only apply for planning permission once full details for the flagpole have been agreed.

13. Anti-social Behaviour Fact Sheet – It was resolved that the content is correct for the leaflet. The Clerk to contact the suggested graphic designer to see if he is interested in the project.

14. Christmas Lights Switch on

- a) Councillors noted that the Clerk has contacted school to discuss the details regarding serving refreshments at the event. Once the follow-up meeting has taken place, the Clerk will report back with the outcome.
- b) Councillors noted that the lounge has been booked from 5.30pm on 4th December.
- c) Councillors noted that the Clerk has asked Rev Canon Any Froud to lead the celebrations.
- d) It was resolved that Cllr Hodgson source a tree for this year and that it will be added to an agenda, in the near future regarding sourcing a tree for 2026.
- e) It was resolved that the mock-up for the new Christmas banner, as supplied by Ryan Waine be approved.

15. Policies – It was resolved that the Biodiversity Policy be postponed until the new Lancashire Nature Recovery Policy is introduced.

16. Playground Inspections – Cllr Beswick has drawn up a schedule regarding the repairs required in the annual RoSPA report. The Clerk to review the document and arrange for these repairs, in priority order.

17. Bus terminus Repairs – It was resolved that the Clerk draw up a document to put out for tender regarding the recommended works to the cobble setts in the bus terminus.

18. Remembrance Day

- a) Councillors noted that the approved, signed Order has been received for the road closure for the Parade.
- b) Councillors noted that those who volunteered to assist with traffic management are required to meet at 10.20am outside Church.

19. Meeting Dates 2026 – It was resolved that the meeting dates for 2026 will be 12th January, 2nd February, 2nd March, 13th April, 11th May, 1st June, 6th July, 3rd August, 7th September, 5th October, 2nd November, 7th December.

20. Bulb Planting – It was resolved that bulbs would be purchased and Cllr S Cockburn-Price volunteered to create the list of what to purchase. Cllr Barritt will plant these, as he did last year. The Clerk to order the bulbs and locations for planting are to be determined at the December meeting.

21. Land at Trawden Road – It was resolved that Cllr Beswick use her contacts to find out how much it would cost for the creation of the reports required, as per the pre-planning application response before any decision is made.

22. Planning Applications

APPLICATION: 25/0453/FUL. PROPOSAL: Full: Erection of an agricultural shed with an extended access track into the agricultural field. AT: Site For Proposed Agricultural Building To The North East Of 10 To 12 Hollin Hall Trawden. It was resolved that there is an excessive amount of hard standing and the Parish Council suggest that the building be relocated within it's curtilage (drawing supplied). The land has also been regraded concerns were raised about the width and prominence of the track.

APPLICATION: 25/0691/FUL. PROPOSAL: Full: Erection of a canopy to rear of garage. AT: Land And Garage To The South Of 7 To 9 Clifton Street Trawden. It was resolved that Councillors have no objections to the proposals within this application.

23. Correspondence

Councillors noted that a thank you received from the Friendship Group and from St Mary's Church for the recent donations, as agreed at the last meeting.

Councillors noted that the Parish and Town Councils newsletter received and distributed to all Councillors.

Councillors noted the attached correspondence regarding 'Asset Transfers' from Cllr Whipp, Leader of Pendle Borough Council. More details will follow in due course.

Councillors noted the minutes of the Friends of Ball Grove meeting. Action points will be brought to the next meeting.

Councillors noted that the Interim Management Plan for Ball Grove has been amended and uploaded to the website.

24. Councillors to note the following items:

- a) **Speed limit on Keighley Road/Rock Lane** – Councillors noted that the Clerk awaits information from the discussion at the next Traffic Liaison Committee meeting. The Clerk to ask when the next meeting is schedule to take place.
- b) **Updating the Neighbourhood Plan** – Councillors noted that the Clerk awaits the written report from the meeting on 29th July, from O'Neill Homer. This has been received and the consultant will attend the December meeting.
- c) **Recreation Ground** – Councillors noted that the Clerk has now written to Waterplus whop supply the area, as requested regarding the potential of installing a new meter on the Recreation Ground and just paying for this usage. Further information is required; this has been requested from Pendle Borough Council.
- d) **The Green at Well Head** –Cllr Hodgson has chased for the return of the original documents.
- e) **Trawden in Bloom** - Councillors noted that the budget for Trawden in Bloom is currently £3216.25
- f) **Grot Spot Walk** – Councillors noted that the actions from the Grot Spot Walk on 18th October will be added to the December agenda.

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Finance

- It was resolved that the first draft of the 2026/7 budget be approved.
- It was resolved that the following payments be made:

Andrew Crawshaw, Lengthsman Hours	£374
Andrew Crawshaw – Grass Cutting Contract	£175
Clerk Expenses – October	£15.60
Leo Brightley – repair and painting of bench	£274
Scribe accounting system (+ VAT)	£768
Mercer Print – upstands for Trawden in Bloom (+VAT)	£70
<u>Items paid under delegated powers</u>	
Bank Charges	£18.30
Website and email package (+ VAT)	£36
British Gas – Gas charges for Ball Grove (+ VAT)	£56.41
British Gas – Electricity charges for Ball Grove (+ VAT)	£260.78
EE (+ VAT)	£15.74
Community Centre Trust – Electricity for September (+ VAT)	£6.22
Amazon – spray bottles for stickers (+ VAT)	£5.40
Amazon – A4 paper (+ VAT)	£19.44
Trawden Community Shop - Use of shop printer whilst Wi-Fi wasn't working (+ VAT)	£12.50

The Councillors congratulated the Parish Council Clerk on her recent marriage.

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 in relation to the following matters:

- a) It was resolved that the request from Pendle Borough Council to extend the Grounds Maintenance Contract for a further two years be approved.
- b) Councillors noted that the Clerks appraisal has taken place, but the document has yet to be approved by the HR Committee.
- c) It was resolved that the small increase in Lengthsman costs be approved.
- d) It was resolved that the Parish Council would invoke its Vexatious Complainants Policy with a resident with immediate effect.

Meeting closed 9.35pm

Next meeting Monday 1st December 2025 - commencing at 7.00pm at Trawden Forest Community Centre, Church Street.

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