



**Members of the Council are summoned to the Parish Council meeting  
to be held on Monday 1<sup>st</sup> June 2026, at 7pm, at Trawden Forest Community Centre**

**Mrs A Smith, Trawden Forest Parish Council Clerk and RFO**

**1. To approve Apologies**

**2. To consider and approve the Minutes** of the Annual Parish Council and ordinary Parish Council meetings held on 11<sup>th</sup> May 2026 (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. Police (5 minutes)**

Officers from the Neighbourhood Policing Team to give an update on any issues for the Parish.

**5. County Councillors Report (5 minutes)**

Councillors to receive an update from the County Councillors and make any decisions, as required.

- a) The Clerk has received the attached update regarding the outstanding Highways issues; Double yellow lines and waiting restrictions and the proposed 20mph zone. Pendle Borough Council Engineers will look at conducting a speed survey for the proposed 20mph zone. No further information regarding the proposal for extension of the 30mph on Rock Lane/Keighley Road. Councillors to decide whether to continue to move forward with a formal designation of the proposed 20mph zone.
- b) Councillors to note that the Clerk has contacted both County Councillors requesting attendance at the meeting, or an update on outstanding issues.

**6. Borough Councillors Update (5 minutes)**

Councillors to receive an update from the Borough Councillor and make any decisions, as required.

- a) Cllr S Cockburn-Price to update the Parish Council on items pertaining to the Parish.

**7. Community Centre Trustees Update (2 minutes)**

Councillors to note the attached report from the Vice Chair of Trustees.

**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. Neighbourhood Plan (7 minutes)**

The steering committee met on 20<sup>th</sup> May. See attached minutes. Councillors to make decisions on any items raised in these minutes.

Councillors to consider reviewing the members of the Neighbourhood Plan Subcommittee as this wasn't done at the Annual Parish Council meeting. Current members are Cllr's Osborne, Foulkes, Beswick and the Clerk.

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

**11. Ball Grove****(15 minutes)**

- a) The Ecologist carried out the initial assessment on 21<sup>st</sup> May and reported that we are going to need a bat survey. Costs haven't been received, as yet, for this.
- b) The Water Safety Boards are in production, and the information will be uploaded onto the Lancashire Fire and Rescue portal so it is available should there be any incidents.
- c) Councillors to note that the Clerk is waiting for comments from Cllr Jolley so that the tender for the toilet can be issued. It will be sent to three contractors to provide a quote as per Financial Regulations.
- d) Councillors to note that the Clerk has requested the amendments to the cycling signs and awaits the artwork proofs for approval.
- e) Councillors to note that the cost for power washing the playground have been added to the 2027/8 budget.
- f) Cllr Spencer to update the Parish Council on any progress made with quotes for the repairs required on the building at Ball Grove to alleviate the damp issues within the café.
- g) The Clerk needs to source a bench for the concrete area across from the playground and do a report so a decision can be made. Friends of Ball Grove have offered to pay half towards the costs on a mutually agreeable bench.
- h) The Clerk has requested a cost for re-lining the large car park off Keighley Road. This amount will be added to the 2027/8 budget upon receipt.
- i) Councillors note that the Green Flag inspection of the Park is to be held at the end of May.
- j) Councillors to note that the Clerk has set up a specific email address for Friends of Ball Grove so that officials do not have to use their personal email addresses in the future.
- k) Councillors to note that the Clerk has received a telephone complaint regarding someone being locked in the car park whilst she was putting her disabled son in her car. She is concerned that the gates are locked without prior notice from the person carrying out this task. Councillors to discuss.
- l) Councillors to note that the removal of the steps from the top car park at Keighley Road car park will be done on 28<sup>th</sup> June at the volunteer day. The bottom set of steps will remain and be repaired by the Footpaths team.
- m) Councillors to note that the Clerk has placed a purchase order for the required drainage report for the planning application at a cost of £1450. This includes any flood risk, surface water and ground water drainage and sewer routes. This has been completed and sent to the Planning Consultant. This will be submitted for the planning application.
- n) Councillors to see the attached proposal from the café tenant for an event which is to be held on 28<sup>th</sup> June 2026. The Clerk has requested copies of the Risk Assessments and Public Liability Insurance.

**12. Parish Council Clerk****(5 minutes)**

- a) The HR Committee to give an update on the part time Admin Assistant role. Councillors to make any decisions on this report.
- b) The Clerk has ordered and received the new laptop at a cost of £390.83 + VAT

**13. Lanehouse Lane Playground****(4 minutes)**

- a) Councillors to note that the Clerk has contacted Colne Youth Action Group to advise when ball games are being played on the playground who will look at providing some sessions on a Thursday evening. They will come back with costs and plans.
- b) Once the sessions have been agreed, Councillor Jolley to include this in the assembly at school.

**14. War Memorial****(4 minutes)**

- a) Councillors to note that the Clerk has ordered the deep pointing and grouting of the pavements around the War Memorial.
- b) Councillors to note that the Planning Officers have responded to the pre-planning request for a flag pole at the War Memorial and advised that a full application is required – letter attached. Councillors to decide whether to move forward with this project.

**15. Woodland off Skipton Road****(6 minutes)**

Councillors to consider the attached report and make a decision following a Teams meeting regarding the request to split off the woodland from the areas to the front of Bankfield Steet, Gladstone Terrace and part of the access road.

**16. Recreation Ground****(8 minutes)**

- a) Since the last meeting was held with user groups of the Recreation Ground, Ryan Waine is producing drawings to show how upgrading the showers, hot water system and toilets could be laid out. Councillors to consider whether this project should be pursued with the available funding, over a two-year timeframe.
- b) Councillors to note that a meeting has been requested with Pendle Borough Council to look at the water pipe. This will take place mid-June.
- c) Councillors to note that Cllr Foulkes has suggested that an inspection is done of the whole of the Recreation Ground so that any works required can be scheduled by Pendle Borough Council before any transfer. The Clerk has requested this meeting.

**17. Calderdale Energy Park****(4 minutes)**

The Clerk has forwarded the most recent documents from the latest meeting to Councillors.

Update to be given from Cllr's Foulkes and Wiggins who attended the recent initial meeting for the proposed energy park at Widdop.

Cllr Yacoub to advise Councillors on the points that she would like to the Council to consider in response to the consultation. Councillors to consider these and formulate a response.

**18. Parish Council Chains and Spade****(5 minutes)**

Councillors to note that the Clerk has contacted the Chair of Trustees for the Community Centre asking if it possible to store the Chains and Spade in the centre. It has been suggested that this be stored in the secure alcohol storage area. The Trustees will discuss at their next meeting.

**19. Christmas Tree****(5 minutes)**

As the supply of a good, free Christmas Trees has been exhausted, Councillors to decide how and whether we will contract a tree for this year. The Clerk has contact details for the supplier used by Foulridge Parish Council.

**20. Trawden in Bloom****(4 minutes)**

- a) Councillors note the budget situation as: budget £2500 +£1650 sponsorship– spent £185.95= £3964.05.
- b) Trawden in Bloom have requested the Clerk purchase 40 bags of Sylvagrow peat free multipurpose compost. The price has increased from last year and is now £11.99 per bag plus delivery. Cost of 40 bags plus delivery = around £490. Councillors to decide whether the Clerk should go ahead and purchase this.

**21. Councillors to note/comment on the following items:**

**Bowling Club** - Councillors to note that the Clerk has contacted the Bowling Club to advise that Pendle Borough Council will make a decision regarding potential transfer of the site at The Executive Meeting on 28<sup>th</sup> May 2026.

**Bus Shelters** -Councillors to note the Clerk has advised Lancashire County Council that the old bus shelter would like to be retained by the Parish Council. They will advise the installation date so that all works can be co-ordinated.

**22. Correspondence**

Councillors to review the attached document received from Keep Britain Tidy and their dog fouling campaign and decide whether to order the proposed signage.

Councillors to note the attached anonymous letter received regarding garages at Cotton Tree and decide whether to conduct a full inspection. This has been done by David Barritt in the past.

**23. Ongoing**

- a) **The Green at Well Head** – The Clerk is looking at the forms required for the first registration of the land. Cllr Foulkes to supply a red-lined map for inclusion with the completed forms.

## 24. Finance

- a) Councillors to note that the Clerk has signed and returned the terms and conditions document for the Pride in Place funding, as agreed at the May meeting.
- b) Councillors to note that some payments are still outstanding for allotments and sponsorship. The Clerk has advised the Allotments Association of the one payment not received. The planter payments that haven't been received will be offered to people on the waiting list.
- c) Councillors note that the 2025/6 Vat refund of £10,056.80 has been received from HMRC.
- d) To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£522
Andrew Crawshaw – Grass Cutting Contract - May	£350
Clerk Expenses – May	£7.20
Clerk's Additional hours	4.5 hours
Reimbursement to Clerk for Wi-Fi and electricity usage - monthly	£10
Farnworth Rose Solicitor	£142.80
<u>Items paid under delegated powers</u>	
Bank Charges	£39
Website and email package (inc VAT)	£15.60
Community Centre Trust – Electricity for April (+ VAT)	£12.61
Laptop Spares Shop (+ VAT)	£390.83
Zurich Municipal Insurance	£1849.87
Lancashire Association of Local Council – Training J Yacoub	£45

## 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) Café lease – Councillor Spencer to advise the outcome of the conversation with the café tenant regarding the outstanding lease issues.
- b) Councillors to note the letter that has been sent to the Vexatious Complainant following the last meeting. Cllr Holmes to update Councillors on any response to this letter.

**Next meeting Monday 7<sup>th</sup> July 2026, commencing at 7.00pm.**