



**Members of the Council are summoned to the Parish Council meeting
to be held on Monday 6th July 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 Parish Council meeting held on 1st June 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 awaits further confirmed details for the double yellow lines and waiting restrictions works commencement date. Pendle Borough Council Engineers are looking 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 or whether to wait for the outcome of the speed survey.
- b) Councillors to note that the Clerk received an update from Councillor McCollum just before the June meeting that has been distributed to all Councillors. He has asked for a definitive list of any roads that have multiple potholes and that require repair. The Clerk to collate this list from Councillors reports.
- c) The Clerk has received two complaints regarding the works that have been carried on the bus terminus footpath by Lancashire County Council whilst installing the cable for the new pole. The Clerk has asked Councillor McCollum to meet her on site to discuss.

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)

- a) The steering committee met on 17th June. See attached minutes. Councillors to make decisions on any items raised in these minutes.
- b) Councillors to note that Cllr Foulkes now has access to the Parish Council website in order to amend, as necessary, the Neighbourhood Plan Review page, only.
- c) An informal public consultation will take place at the Garden Festival. Members who attended to give a brief verbal report at the meeting.

- d) Councillors to note that Cllr Adrian Foulkes, Mrs CHJ Foulkes and subcommittee member, Christopher Wilding have declared a pecuniary interest in a site put forward in the Call for Sites request.
- e) Councillors note that Neil Watson, Pendle Borough Council Planning Manager has arranged for a meeting with Growth Lancashire regarding the appraisal of the Conservation Area. This meeting is taking place on 13th July 2026.

10. Planning Applications: (link to view applications [Simple Search \(pendle.gov.uk\)](https://pendle.gov.uk)) - APPLICATION: 26/0408/HHO PROPOSAL: Full: Demolition of existing conservatory and the erection of a single storey rear extension with roof lantern. AT: 3 White Lee Avenue Trawden Lancashire

11. Ball Grove

(22 minutes)

- a) Due to the issues being raised with the planning application for the proposed addition of external toilets within the building renovation, the Clerk asks Councillors to decide whether to continue with the external toilet block or to reconsider this decision and keep the toilets inside the building. See attached drawings. The Clerk has put together a costing list for expenses so far and projected additional expenses should the toilet block be built.
- b) Councillors to note that the Lancashire Environment Funding bid has not been successful. The Clerk has received confirmation that the Lottery bid was successful and will receive £20,000 towards the building renovation costs.
- c) Councillors to note that the Clerk has ordered the bat surveys for Ball Grove with the last one taking place towards the end of July. Once the report is received the final planning application can be completed.
- d) The Water Safety Boards are in production, and the information has been approved for uploaded onto the Lancashire Fire and Rescue portal so it is available should there be any incidents.
- e) Councillors to note that the tender for the refurbishment of the toilet has been distributed. Closing date for receiving costs 24th June 2026. These will be opened by the Clerk with at least one Councillor present, as per the Financial Regulations.
- f) The amended artwork for the cycling signs has been received. Councillors to consider the revised attached document and decide whether this is acceptable. The Clerk will place the order upon approval.
- g) 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.
- h) 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.
- i) The Clerk has received a cost for the lining of the Keighley Road car park. Councillors to consider the attached and decide whether to add it to the 2027/8 budget upon receipt.
- j) Councillors to note that the volunteer day for the proposed removal of the steps from the top car park at Keighley Road took place on 28th June. Due to erosion of the mapped footpath, it was decided that the steps would be repaired as needed and remain in situ. Further conversations with the Parks Officer have revealed that there was a lot of comments regarding these steps and how much they are used. The Officer has proposed a further working day to properly ensure that the steps are safe. Councillors are asked to support this decision to encourage users of the park.
- k) Councillors to note that the Clerk has invoiced the café tenant for the annual cost of half of the building insurance. This has been paid.
- l) Councillors to note that the Green Flag Awards ceremony is to take place on 14th July. The Clerk has initially reserved two tickets with the potential for further to be available. As Cllr Jolley was at the inspection, the Clerk asks her to accompany her to the ceremony.
- m) The annual review of the Risk Assessment for Ball Grove is due and attached for Councillors consideration for re-adoption.
- n) The Fire Risk Assessment is due on the café. Councillors to note that there is nothing in the lease to state that the café tenant is responsible for this, so the Parish Council must undertake it at a cost of £395 + VAT. Alternative cost received for £350 + travel + VAT.
- o) Councillors to consider approving the request to hold activities on the Park by Lancashire County Council over the summer. Forms attached.

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

- a) The Clerk brings back to the agenda the reporting responsibilities for the new Admin Assistant. At the June meeting an unlawful decision was taken in the absence of the Clerk, to determine that the new employee will report direct to the Parish Council. Under the Local Government Act 1972, s112 (1), states that a Parish Council must appoint the Proper Officer, which is the Clerk, to discharge its administrative and statutory functions. The Clerk holds the legal responsibility, day to day for its operations, governance, manages resources, staff and assets. The Clerk is responsible for the council's legal and financial obligations, and any assistant assists the clerk, directly. Councillors to consider the recommendations from the Clerk that the assistant will report direct to her.
- b) The Clerk advises that the interviews for the Admin Assistant has taken place and Suzanne Folley has been appointed on an initially temporary contract for 5hrs/wk. Start date 30th June 2026.

13. Lanehouse Lane Playground

Colne Youth Action Group have visited the playground to see what options they can offer for some sessions on a Thursday evening. They will come back with costs and plans. Once the sessions have been agreed, Councillor Jolley to include this in the assembly at school.

14. War Memorial

Councillors to note that the Clerk has ordered the deep pointing and grouting of the pavements around the War Memorial. These works are due to be completed towards the back end of August.

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

- a) Councillors to note that the Clerk has asked regarding the possibility of a Woodland Order on the site and any associated costs for creating this and expected maintenance of the site. The Tree Officer advises that this is worthy of an Order but, whilst it is still in the ownership of Lancashire County Council, no Order can be put on it. There is no cost to creating an Order.
- b) Indicative sale value for the woodland only is between £20,000 and £25,000.
- c) Councillors to note the attached report from the Trawden Community Wildlife Group and answer any questions within this document.
- d) Councillors to make a decision whether the Parish Council will take the 125 year lease and associated costs with doing so, as Lancashire County Council have requested a decision by 10th July.

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

- a) Since the last meeting was held with user groups of the Recreation Ground, Ryan Waine has produced drawings to show how upgrading the showers, hot water system and toilets could be laid out. A further meeting with user groups needs to be held to review the proposed plans.
- b) Councillors to note that a meeting has been requested with Pendle Borough Council to look at the water pipe. This was scheduled to take place mid-June.
- c) Councillors to note that Cllr Foulkes will complete a review of any issues on the Recreation Ground so that these can be submitted to Pendle Borough Council for repair before the final transfer takes place.

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

Cllr Beswick to update the Councillors on any details she has managed to find regarding a Christmas Tree.

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

- a) Councillors note the budget situation as: budget £2500 +£1690 sponsorship– spent £1455.31= £2734.69.
- b) Councillors to note that the compost has been ordered and delivered to Trojan Plant Equipment for ease of delivery to the team's allotment. The cost has been taken from the ringfenced budget allocation. The Clerk thanks Cllr Spencer for taking this delivery.
- c) Councillors to note that the judging for North West In Bloom will take place on Friday 10th July 2026. The team would like to provide lunch for the judges at a cost of £93.50. This will be taken from the Trawden in Bloom allocated budget.

19. Enhanced Countryside Access

(2 minutes)

Councillors to consider opting in to the Enhanced Countryside Service again this year at a cost of £2157 + VAT.

20. Garages

(6 minutes)

The Clerk asks Councillors to consider the attached report for the use of Parish Council garage sites. As this would have an impact on the Council’s income for 2027/8, the Clerk feels that this should be added to the agenda now for consideration.

21. Policies

(4 minutes)

Councillors to consider the re-adoption of the policies for Training and Development, CCTV and Publication Scheme and the amended Risk Management Register and a new AI Policy.

22. Councillors to note/comment on the following items:

Calderdale Energy Park - Councillors to note that the Clerk has submitted the Parish Council’s response to the statutory consultation. The Clerk thanks Cllr’s Foulkes, Jolley and Yacoub for their input.

Bowling Club – Members of the Bowling Club attended the Executive meeting in May and reported back to the Clerk that the transfer of services team will be in contact over the coming months with regards to any potential transfer of the site.

Bus Shelters -The Clerk has been advised that the bus shelter should now be installed by the end of July. The Parish Council is not permitted to install the notice board on the new bus shelter. The Trawden Community Centre Trustees have agreed that posts can be installed next to the bus shelter for this purpose. Cost of posts £195.55. Councillors to consider approval for this cost.

Playground Inspections – Pendle Borough Council will arrange for the annual RoSPA playground inspections at a cost of £74.55 + Vat each for Ball Grove and Lanehouse Lane playgrounds.

Remembrance Day – Councillors to note that the Clerk has received the road closure legal details from Mr Monk and the application to close the road for the Parade has been submitted to Pendle Council for approval.

CCTV at Wycoller – Councillors to note that the annual service of the CCTV system has been carried out.

Parish Council Chains and Spade - Councillors to note that the Community Centre Trustees have approved the storage of the Chains and Spade in the centre. It has been suggested that these be located in the secure storage area. The Clerk is in contact with Pendle Borough Council to ensure they are happy with this suggestion and will source a suitable cabinet for these.

Pendle Borough Council Legacy Fund – Councillors to note that the Clerk has signed the agreement between the Parish Council and Pendle Borough Council for the payment of the £8700 legacy fund. This will be used to fund part of the in-review, Neighbourhood Plan.

23. Correspondence – Community Centre – Councillors to note the attached ‘Conditions of Use’ of the Community Centre and confirm that they agree with the contents.

24. Ongoing

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.

25. Finance

- a) Councillors to note the attached first quarter budget situation.
- b) Councillors to note that the Clerk has contacted people on the waiting list for planter sponsorship and will arrange invoices/stickers etc once all planters are taken.
- c) Councillors to note that the notice period for the exercise of public rights to inspect the Parish Council’s accounts for the accounting period 1st April 2025 to 31st March 2026 runs from 2nd June to 14th July. All completed, internally audited and signed Annual Governance and Accountability Return documents have been submitted to the external auditor and a response will be received by 30th September 2026.
- d) To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£882
Andrew Crawshaw – Grass Cutting Contract - June	£525
Clerk Expenses – June	£12.60

Clerk's Additional hours	7.5 hours
Reimbursement to Clerk for Wi-Fi and electricity usage - monthly	£10
Pendle Borough Council – Enhanced Countryside Access Scheme + VAT	£2157
Itus Security Systems – Wycoller CCTV annual payment (+ VAT)	£680
Items paid under delegated powers	
Bank Charges	£18.20
Website and email package (inc VAT)	£15.60
Community Centre Trust – Electricity for May (+ VAT)	£8.03
LBS Compost for Trawden in Bloom + VAT	£20.80
Mandeleigh Plants + VAT	£828.92
Breakthrough Communications – training for Cllr Jolley	£20
Farnworth Rose Solicitor	£142.80
British Gas Electricity for Ball Grove + VAT	£280.46
British Gas - Gas for Ball Grove + VAT	£59.13
Leo Brightley – sweeping of Ball Grove car park	£54
Temporary Admin Cover	£131.81
RHS Plants – compost for Trawden in Bloom	£488.59
Trawden Garden and Scarecrow Festival – scarecrow sponsorship	£20 *
rCOH O'Neill Homer Consultants – production of modified NHP (+VAT)	£2000
Information Commissioners Office annual fee	£52

*Councillors to note that the agreed funding would be £30 but this has been reduced by the Garen Festival Committee as they are recycling items used last year.

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.

Next meeting Monday 3rd August 2026, commencing at 7.00pm.