



**Members of the Council are summoned to the Parish Council meeting
to be held on Monday 2nd March 2026, at 7pm, at Trawden Forest Community Centre**

Mrs A Smith, Trawden Forest Parish Council Clerk and RFO

1. To approve Apologies – Cllr Watts, Cllr S Cockburn-Price

2. To consider and approve the Minutes of the Parish Council meeting held on 2nd February 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 – for information only **(5 minutes)**

- a) Councillors to note that the proposal for double yellow lines and waiting restrictions has gone back to the Traffic Liaison Committee as it has been recommended that they be altered. Councillors to note that there is a new consultation regarding these; see attached and the Clerk welcomes any comments on these proposals.
- b) The Clerk still awaits further information regarding the proposed 20mph zone and the proposed meeting regarding Wycoller and Lancashire County Councils request for transfer of land at the front of Gladstone Terrace, Bankfield Street and the rear of Lift Tech.
- c) Councillors to note the attached Woodland Management Plan document sent by Lancashire County Council and make any comments.

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

- a) Cllr S Cockburn-Price has chased Pendle Borough Council for rectification of the water supply issues at Trawden Recreation Ground. The Clerk will update Councillors.

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

Councillors to note the attached report from the 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. Trawden Forest Allotments Association

Members of the Allotments Association attend the meeting to give an update on the proposed changes to the attached tenancy agreement. Councillors to consider these amendments and consider approving.

10. Neighbourhood Plan **(5 minutes)**

- a) The first meeting of the steering committee has taken place. See attached minutes. Councillors to make decisions on highlighted items raised in these minutes.
- b) Councillors to consider approving the attached Terms of Reference for the Steering Committee.

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

APPLICATION: 26/0055/HHO PROPOSAL: Full: Erection of a detached outbuilding within the rear garden.AT:
Land And Buildings To The South Of 13 To 15 Clifton Street Trawden

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

- a) The Clerk advises the Councillors that Planning Permission has been applied for, but the Planning department have queries. These can only be answered by a qualified person, so Newhey Interiors need advice from an external source at a cost. Councillors to agree that this is paid in order to have the submission approved into the planning system.
- b) Councillors to note that the Expression of Interest form for the installation of throw lines has been approved. Councillors to review the attached proposed board details and advise which of the suppliers would be preferred.
- c) Councillors to note the attached estimate for fixtures and fittings for the re-opening of the toilet. No further information has been received from Addingham Parish Council yet. The estimate of a cost of £15,000 has been submitted for the Pride in Place funding opportunity until any other costs are received.
- d) Councillors to note that the Lancashire Environmental Funding bid is to be submitted w/c 23rd February.
- e) Councillors to note that the Clerk has requested a printer design some signs for considerate cycling in the Park. Waiting response.
- f) Councillor Spencer to report back regarding the power washing at Ball Grove playground. Pendle Borough Council have quoted for these works at £1758.75.
- g) Whilst inspecting Ball Grove, the Clerk has noticed that the steps leading from Keighley Road car park to the lower car park by the lake need filling. They are currently quite low and there is a trip hazard. Councillors to decide whether to fill them or remove, if Friends of Ball Grove agree.

13. Tram Tracks**(4 minutes)**

- a) The tree surgeon suggests that the tree that requires work towards the bottom of the site is cut right back so that it is easier to maintain. Quote received for £450 to cut back and remove waste from site. Councillors to decide how to proceed with the required works.
- b) The Clerk has contacted the contractor for the works at the bus terminus who estimates that this will commence 2nd March 2026.

14. Pothole Policy**(4 minutes)**

Councillors to consider whether the Parish Council should produce a pothole policy. We now own a track and access road, car parks and Tram Tracks. This would also be appropriate for the Recreation Ground car park upon transfer.

15. Clerks annual leave**(5 minutes)**

- a) Councillors to note that, although the Clerk is carrying 25 hours of annual leave forward to the next financial year, she still has 45.75 hours of remaining leave that she will not be able to take. Councillors to consider paying the Clerk for these hours or suggesting an alternative. With this in mind, Cllr Holmes suggests that, instead of the Clerk using her TOIL as part of annual leave allowance (including the times she has to come into the office whilst on leave), these hours should be submitted for approval for payment as and when accrued.
- b) With the situation with annual leave and the Clerk not being able to take this because of Council work requirements and concerns over increasing workload, Cllr Holmes suggests that Councillors consider employing another member of staff for five hours per week.

16. Trawden Forest Bowling Club**(5 minutes)**

The Clerk and Chair have been approached by Trawden Forest Bowling Club who ask that the Parish Council consider approaching Pendle Borough Council and requesting transfer of the land they use to the Council. They have a lease and pay a peppercorn rent for the green and small number of parking spaces adjacent to the site. Councillors to consider this request and decide whether this should be pursued.

17. Councillors to note the following items:

- a) **Trawden in Bloom** - Councillors note the budget situation as: budget £3000 +£1584.10 sponsorship– spent £2364.87= £2219.23.

- b) **Anti-social Behaviour Fact Sheet** – There are 1200 newsletters printed that are delivered to the residents of the Parish. Councillors to decide whether these leaflets should be printed for distribution by the Police cadets.
- c) **Diversion of footpath** - Notice received that footpaths FP1307082 and 1307082a at Slack Laithe Farm diversion order has been approved.

18. Correspondence –Councillors to note the attached information regarding the Local Government Reorganisation and make any comments on this document for the Clerk to respond.

19. Ongoing – Councillors to note the attached document.

20. Finance

- a) Councillors to note that the Clerk has engaged with Steven Wilcock to carry out the internal audit again this year. Councillors are asked to approve this appointment.
- b) To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£187
Clerk Expenses – February	£14.95
<u>Items paid under delegated powers</u>	
Bank Charges	£11
Website and email package (+ VAT)	£38
British Gas – Gas charges for Ball Grove (+ VAT)	£138.50
British Gas – Electricity charges for Ball Grove (+ VAT)	£160.85
EE (+ VAT)	£15.74
Community Centre Trust – Electricity for December and January (+ VAT)	£70.47
Whitesides Landscaping – works to War Memorial	£300
Ace Home Services – erection and removal of Christmas Stars	£240
Innovatech – printer maintenance contract (+VAT)	£82.50
Paul Lomax Building and Design – Planning permission and map costs (+ VAT)	£334
Pendle Borough Council – Third quarter Grounds Maintenance Payment	£4609.31
Keep Britain Tidy – Green Flag Application (+ VAT)	£389

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. Councillors to review the details provided by the solicitor for the issue raised by the tenant and decide how to move forward.
- b) Councillors to advise if the Solicitor costs for completing the lease for the café are acceptable.
- c) Cllr Holmes has reviewed the Clerks contract and notes that the Council is obliged to give the Clerk a salary point increase to point 38, which is an additional 54p/hr. See attached. Cllr Holmes advises Councillors should approve this increase from April 2026 due to this clause in order not to be in breach of contract.
- d) Cllr Holmes to advise the Council on any new correspondence received from the resident with whom the Vexatious Complainants Policy has been invoked. Councillors to decide whether to formulate a response to these new queries, and if so, what.

Next meeting Monday 13th April 2026, commencing at 7pm.