



TRAWDEN FOREST
PARISH COUNCIL

**Members of the Council are summoned to the
Parish Council meeting to be held on Monday 4th October 2021, at 7pm
at Trawden Forest Community Centre**

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. **To receive Apologies**
2. **To consider and approve the Minutes** of the meeting held on 6th September 2021 (enclosed)
3. **To receive Declaration of Interest**
Members are to be reminded of the requirements of the member Code of Conduct concerning the declaration of interests
4. **County Councillors Report - for information only** (10 minutes)
5. **Borough Councillors Update - for information only** (10 minutes)
6. **Community Centre Trustees Update – for information only.**
 - Councillors to also consider the report from the Trustees regarding the new office structure.
 - Steven Wilcock to also update the Parish Council on issues with young people around the shop/Community Centre.
7. **To adjourn the meeting for public participation for their Issues** – 5 minutes per item. Members of the public are permitted to attend. If you would like to attend, please contact the Clerk before 12 noon on the day of the meeting. If you have not pre-booked with the Clerk, you may not be permitted entry due to limits on the number of people permitted in the building at any one time.

Members of the public may make representation during this period 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.

8. **Lengthsman.** (5 minutes)
 - The timesheet for September is attached. Councillors to consider payment any tasks that should be added to his schedule for the upcoming month.
 - Cllr Robinson has confirmed that the bushes at Briarmede are on Parish council land. Councillors to consider adding pruning of these bushes to the Lengthsman jobs list.
 - The Clerk has received an offer of local ROSPA playground inspection training. The Clerk has spoken to the Lengthsman who is willing to undertake this training.

9. **Trawden in Bloom.** (8 minutes)
 • Councillor Robinson to report on the work carried out by the Trawden in Bloom team.
10. **Allotments and Garages.** (8 minutes)
 • To note any issues Councillors D&C Storey reports regarding Allotments and Garages.
 • The Clerk has written to the tenant of the garage who has not carried out requests for improvements and advised the tenancy will not be renewed on 1st April 2022.
11. **Ball Grove Park.** (10 minutes)
 • The Clerk has asked the Solicitor to move on with the land searches and to move forward on the transfer of the park to the Parish Council.
 • The Clerk has also asked for clarification on any business rates that would be payable for the car parks. Waiting response.
 • Attached report from Pendle Borough Council about the work carried out.
 • Complaint received from a member of the public about one of the residents who is speeding along the access track.
12. **Map of interesting places.** (5 minutes)
 The Clerk has contacted Rebekah who advises that she is using the software Adobe Illustrator to design the map and I will provide the artwork in the original .ai format as well as .pdf.
13. **Colne Area Committee – for information only** (5 minutes)
14. **Friends of Trawden Playground** (5 minutes)
 Meeting held 20th September with the group and some councillors. No minutes received yet. Councillors to consider the response to original email (attached).
15. **Financial Position** (5 minutes)
 Councillors to consider the attached half year financial position of the Council.
16. **Tree Survey** (5 minutes)
 Survey has been completed. 4 or 5 trees need attention/felling. The Clerk to get quotes for the work to be carried out.
17. **Queens Platinum Jubilee** (10 minutes)
 Councillors to consider the attached suggestions.
18. **Grot Spots** (8 minutes)
 The Clerk has suggested a ‘grot spot’ walk around of the village. Councillors to consider when this should happen and where to go.
19. **Creation of Sub-committees** (8 minutes)
 Councillors to consider creating sub committees for employment (this was agreed at the budget meeting in January), services, finance and the new office were the suggested committees by Cllr S Cockburn-Price.
20. **Proposed Woodland at Foster Leap** (5 minutes)
 Councillors to consider the attached proposal for the creation of a Woodland at Foster Leap. Natural England, the EA, and Lancashire County Council have all agreed that the plans are appropriate and would have a positive effect on the area's wildlife, water, and landscape.

21. Planning Applications:

Reference	21/0740/HHO: Meadow Barn Hollin Hall Trawden Colne Lancashire BB8 8PY
Proposal	Full: Erection of glazed lean-to structure.
Reference	21/0633/FUL : 25 White Lee Avenue Trawden Colne Lancashire BB8 8TD
Proposal	Full: Erection of a holiday let bungalow (Use class C3) with balcony to east elevation.
Reference	21/0735/HHO: Hollin Hall Barn Hollin Hall Trawden Colne Lancashire BB8 8SS
Proposal	Full: Demolition of existing conservatory and erection of two storey rear extension.

22. Correspondence – to consider and resolve to take action on any attached correspondence.

The Clerk has received an email from Ryan Waine to advise that his business, Ryan Waine Plumbing and Heating will supply and fit the lights to the Christmas Tree located at the Community Centre this year.

The clerk has received an email regarding traffic on Church Street from a resident. Attached.

23. Finance

To approve, or otherwise the following payments:

Lengthsman's hours -	£345
Andrew Crawshaw for grass cutting contract -	£320
Farnworth Rose – Search Fees for Ball Grove	£600 paid
Lancashire Association of Local council's Chairmanship Course Cllr MacDonald	£25 paid
PKF Littlejohn Auditors	£528

The annual audit has been completed and received back from PKF Littlejohn. There was just 2 points that have been made. Section 3 was completed before section 2, and they have requested that, if there is any item where a cost is reimbursed, this be off-set against itself. This is a new requirement.

24. Councillors Issues –

To bring to the attention of the Parish Clerk any outstanding issues requiring attention. The Clerk should then pass these onto the relevant authority for action, or add to the agenda for the next meeting.

Next meeting on 1st November 2021. Commencing at 7.00pm.