



TRAWDEN FOREST  
PARISH COUNCIL

## **Minutes of the Meeting held on Monday 6<sup>th</sup> October 2025**

### **Present**

Clerk Adele Waddington

Chair Ann Holmes

Councillor Adrian Foulkes

Councillor Eleanor Jolley

Councillor Barry Hodgson

Councillor Andrea Beswick

Councillor Lester Spencer

Councillor Philippa Osborne

Councillor Jonathan Wiggins

**Also in attendance:** Borough Councillor Sarah Cockburn-Price, Police x 3

**Apologies accepted from:** Councillor David Barritt

**Minutes** - It was resolved that the Parish Council Minutes of the Meeting held on the 1<sup>st</sup> September 2025 be signed by the Chairman as a true and accurate record.

**Declaration of Interest** – None

### **4. Police Report**

PC Burrow reported that there has been a few more thefts since their last attendance. An additional ANPR camera has been set up. They have been doing more patrolling in the evenings which has seemed to deter thieves. Their aim is to be seen. Cllr S Cockburn-Price advised that there are a speed indicator devices that are moved around by Colne Town Council, and she can provide data of the areas of speeding. PC Burrow advised that he has completed his hand-held speed device training recently. The officers were thanked for attending the meeting.

### **5. County Councillors Report**

Cllr McCollum couldn't attend the meeting.

- Councillors felt that the visit by Cllr McCollum and Simon from Lancashire County Council's Highways department was beneficial. The Clerk to thank Simon for attending this meeting and report that the excessive water not getting into the grids at the bottom of Burnley Road and subsequently Colne Road has caused some of the surfacing to lift. Cllr Wiggins advised that works are in progress on Hollin Hall.
- It has been confirmed that the consultation period for the waiting restrictions and double yellow lines has now closed, and the data is being reviewed before Cabinet makes the final decision.
- Councillors await a proposed date for a meeting regarding Wycoller and the Aisled Barn repairs.
- The progress of the proposed 20mph zone is still awaited.
- It was resolved that the Clerk write to United Utilities asking them to investigate and repair the issues with Cotton Tree Lane where the road is sinking.

### **6. Borough Councillors Update/ Colne and District Committee**

Cllr S Cockburn-Price reported that due to the outdated Conservation Area report, a planning application approval was advised by the planning office, with uPVC windows. It was resolved that the Parish Council would investigate the option of re-doing the report potentially, with the consultant who is updating the Neighbourhood Plan. This work would need to be carried out in the new financial year.

### **7. Community Centre Trustees update**

Councillors noted the report sent by the Chair of Trustees which included: A village newsletter is currently in production, for delivery in either late October or November; the new library checking in and out system has been up and running for several months now. There were a few teething problems, but it seems to be working well now; there is a fire risk assessment planned during October; there has been an internet outage a couple

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of weeks ago, which we are aware impacted the Parish Council office. This has hopefully been resolved, and they are working towards improved support should anything similar happen again.

**8. Residents Issues** – No residents attended the meeting.

#### **9. Trawden in Bloom**

- Councillors noted the budget situation.
- It was resolved that the Parish Council would continue to cut the grass at the Peace Garden.

#### **10. Ball Grove**

- Cllr Jolley has provided the information for the over stickers on the signs at Ball Grove. These have been printed and completed. Councillors thanked the Clerk for completing the project.
- It was resolved that the hay bale would be removed from the hardstanding area at the edge of the picnic site and a drop-down bollard would be installed.
- Councillors noted that the completed fishing licence has been sent to Burnley and Pendle Fishing Association.
- The first consultation for the empty building was conducted on 2<sup>nd</sup> October, and the general feedback was very positive. The consultation runs until the beginning of November.
- Councillors noted that Maureen Askew has agreed to assist with funding bids for the works required on the building.
- It was resolved that the Clerk contact Monks of Colne for a cost for re-doing the white lines on the disabled parking area to the bottom of the ramp from the Keighley Road car park.
- Cllr Spencer advised that works to the barrier are now completed, but works are required to the structure at Ball Grove before it can be re-fit. Thanks to Cllr Spencer for repairing this barrier.
- Councillors noted that the Clerk has contacted the fishing club and advised that they can install an internal roller-shutter door.
- Councillors noted that the Clerk has contact the Fire Service regarding throw lines and they have recommended two, on the side of the lake at approximately £700 each.
- Councillors noted the report supplied regarding re-opening a toilet on site. More information to follow once an expert has been contacted.
- Councillors noted that the repair to the flagpole has been arranged but the contractors are from out of the area. They will do the works when they are next in Pendle, but this may be a few weeks away.
- It was resolved that the Clerk contact Monks of Colne for a cost for re-doing the white lines on the car park at Winewall Road.
- It was resolved that the Clerk would respond to the six complaints regarding various issues raised, about Ball Grove direct to the complainant.
- Councillors noted that the Freedom of Information response had been submitted to the complainant.
- It was resolved that, if there were no covenants on the transfer deed regarding vehicles on the park, the Parish Council would approve the proposal of an event, hosted by the café tenant in June 2026.

#### **11. War Memorial**

- It was resolved that the 8m high flagpole would be better for this site and that the Clerk would make the planning application. The trees need crown-lifting, as recommended by Pendle Borough Council. The Clerk to order these works.
- Councillors noted that the Clerk has contacted Stone Edge Restoration who advise that it is better to wait until Spring for the repointing of the paving slabs at the base of the Memorial

**12. Anti-social Behaviour Fact Sheet** - There were some suggested amendments to the leaflet, that the Clerk will complete and present at the November meeting.

**13. Clerks Annual Appraisal** – The Clerk awaits confirmation of when this will take place.

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#### **14. Christmas Lights Switch on**

- 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.
- It was resolved that this would take place on 4<sup>th</sup> December. The Clerk to book the Community Centre and advise school and Ryan Waine (for the lights).

**15. Policies** – It was resolved that the Community Engagement and Reserves Policies would be adopted.

**16. Playground Inspections** – Councillors noted that the independent annual RoSPA inspections have been completed and Cllr's Foulkes and Beswick will draw up a list of repair priorities for Ball Grove. The Clerk has completed the repairs for Lanehouse Lane.

**17. Footpath post at Bus terminus** – It was resolved that the post be left where it is.

**18. Donations** – It was resolved that the donations granted by the Parish Council this year will be £300 to each of; St Mary's Church for upkeep of the Church clock, North West Air Ambulance, Mountain Rescue and the Friendship Group.

**19. Grot Spot Walk** – Councillors noted that at the last walk, it was suggested that a new wildflower area be installed on the Tram Tracks. Trawden in Bloom have advised that they would not be able to as they would have to give up another area and, it was also decided, by the Parish Council, that no further planting projects or areas would be taken on by the team.

**20. Pendle Local Plan** – It was resolved that there would no response to the main modifications.

#### **21. Remembrance Day**

- Councillors thanked the Clerk for applying for the road closure for the Remembrance Day Parade.
- Councillors Holmes, Watts, Hodgson and Jolley and one further volunteer will assist with the traffic management on the day. Meet at Church at 10.20am unless otherwise agreed.
- It was resolved that Cllr Spencer will lay the wreath on behalf of the Parish Council.

#### **22. Planning Applications**

APPLICATION: 25/0545/FUL. PROPOSAL: Full: Erection of 1 no. agricultural cattle building, 1 no. midden store, 1 no. polytunnel and ancillary hardstanding. AT: Site For Proposed Agricultural Buildings To The South East Of Trawden, Recreation Ground Keighley Road Trawden. It was resolved that the Clerk would respond to the application with, Councillors have no issues to the proposals within this application.

APPLICATION: 25/0580/FUL. PROPOSAL: Full: Retention of a storage shed. AT: Land To The South Of 17 To 21 Clifton Street Trawden. It was resolved that the Clerk would respond to the application with, Councillors have no issues to the proposals within this application.

#### **23. Correspondence**

- Councillors noted that the Lithium-ion batteries campaign September update received and distributed to Councillors.
- Councillors noted that the Devolution update received and distributed to Councillors 2<sup>nd</sup> September 2025.
- Councillors noted that the general update regarding the use of the Community received, as attached.
- It was resolved that the River Ribble Trust to discuss the effects of Climate Change on the river's ecology, and the work the River Ribble Trust is doing to improve matters would be invited to the January meeting.
- It was resolved that the Clerk would contact Pendle Borough Council for guidance on the request from the Allotment Association to create a manure storage area and access along the Tram Tracks at Cotton Tree to make deliveries.

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- Councillors noted that the closing date had passed for the response to Calderdale Energy Park Scoping Report September 2025.

**24. Councillors to note the following items:**

- **Land at Trawden Road** - Councillors noted that the Clerk has applied for pre-planning advice on this project and received confirmation of receipt.
- **Speed limit on Keighley Road/Rock Lane** – Councillors noted that the Clerk awaits information from the discussion at the next Traffic Liaison Committee meeting.
- **Updating the Neighbourhood Plan** – Councillors noted that the Clerk awaits the written report from the meeting on 29<sup>th</sup> July, from O’Neill Homer. The Clerk to chase.
- **Recreation Ground** – Councillors noted that the Clerk has now written to Waterplus whom 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.
- **Repairs to road to the rear of Cotton Tree Lane** – Councillors thanked Cllr Hodgson for carrying out these repairs.
- **The Green at Well Head – Cllr Hodgson has** The Clerk Cllr Hodgson has chased for the return of the original documents.

**Finance**

- Councillors noted that the second and final precept payment has been received.
- Councillors noted the six-month budget position.
- It was resolved that the following payments be made:

Andrew Crawshaw, Lengthsman Hours	£841.50
Andrew Crawshaw – Grass Cutting Contract	£525
Clerk Expenses – September	£24.70
<u>Items paid under delegated powers</u>	
Bank Charges	£12.20
Website and email package (+ VAT)	£36
British Gas – Gas charges for Ball Grove (+ VAT)	£50.98
British Gas – Electricity charges for Ball Grove (+ VAT)	£355.44
EE (+ VAT)	£15.74
Premier Polytunnels – pipe for water collection – Trawden in Bloom (+ VAT)	£95.83
Community Centre Trust – Electricity for August	£3.77
Jewson – cold tarmac for repairs at Ball Grove (+ VAT)	£49.95
Annual Playground Inspections (+ VAT)	£145
Installation of new bin at Ball Grove (+ VAT)	£410
Reimbursement to B Hodgson for stone for Rear Cotton Tree Lane (+ VAT)	£30.25
Pendle Borough Council – contribution to drainage works on Footpath 20 (+ VAT)	£1000
Zoro Safety Clothing – steel toe cap boots (+ VAT)	£37.49
SLCC – Membership 2025	£288
Leo Brightley – sweeping of Ball Grove Winewall side car park	£52
Royal British Legion – Poppy Wreath for Remembrance Sunday (+ VAT)	£20.41
JB Hodgson – Reimbursement of bolts to resecure water pump item at Poetry Garden	£5.29
Zest Document Solutions – Maintenance Contract for printer (+ VAT)	£75
Pendle Borough Council – creation of sticker for Ball Grove signage (+ VAT)	£39.23

**Meeting closed 9.12pm**

Next meeting Monday 3<sup>rd</sup> November 2025 - commencing at 7.00pm at Trawden Forest Community Centre, Church Street.

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