



Members of the Council are summoned to the Parish Council meeting to be held on Monday 6th October 2025, at 7pm, at Trawden Forest Community Centre

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. **To approve Apologies – Cllr Barritt**
2. **To consider and approve the Minutes** of the Parish Council meeting held on 1st September 2025 (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)**
 - The Clerk, Cllr Hodgson and Cllr S Cockburn-Price met with CCllr McCollum and Simon Bucknell from Lancashire County Council Highways on 15th October to discuss the outstanding highways issues. Report of the meeting attached.
 - 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.
6. **Borough Councillors Update – for information only (5 minutes)**
 - Cllr S Cockburn-Price to give an update on the current situation relevant to our Parish.
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 in Bloom (2 minutes)**
 - Councillors note the budget situation as: budget £3000 +£1584.10 sponsorship– spent £1367.85= £3216.25
 - Councillors to note the minutes of the last meeting held on 1st September, as attached.
10. **Ball Grove (35 minutes)**
 - a) The Clerk has received the information from Cllr Jolley regarding the required stickers for the correction of the signage on the Park. The signs have been printed, and the Clerk has stuck them onto the signs.
 - b) Councillors to note that the hard standing adjacent to Riverside Cottage is area is now used for storage. Councillors to consider whether a more permanent solution should be explored and if so, what.
 - c) Councillors to note that the Clerk has issued the completed, signed Licence to the Fishing Club.

- d) The consultation on the building project is due to take place on 2nd October 2025.
- e) Councillors to note that Maureen Askew has advised that she would be willing to write the funding bids for the project and has been sent the proposed plans.
- f) Councillors note that the Clerk has received the disabled parking badges for the posts which are to be installed at the parking area and passed these to Cllr Foulkes for when the posts are installed.
- g) Whilst the Clerk was at Ball Grove, she noticed that the white lining on the disabled car park needs re-doing. Councillors to decide whether this should be done and who should carry out the work.
- h) Councillors to note that Cllr Spencer has removed the Winewall Road car park barrier in order to repair it.
- i) Councillors to note that the clerk has contacted the fishing club and advised that a roller shutter door can be installed on the internal door.
- j) The Clerk has contacted Lancashire Fire and Rescue Service for guidance on throw lines at the lake who suggest two lines at around £700 per line and board plus installation cost. The relevant forms have been completed and are being reviewed by the Fire Service.
- k) The Clerk has written the attached document on re-opening a toilet, as per the last meeting. She has met with Cllr Jolley and an expert in re-opening them will be contacted to make a site visit for their view on this potential project.
- l) 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.
- m) Councillors to consider the attached suggestion from a resident who lives near to the car park at Winewall end car park regarding repainting the lines on the car park.
- n) Councillors to consider the six complaints received from a resident and decide how to action/respond.
- o) Councillors to note that a Freedom of Information Request has been received from a resident regarding the transfer of part of the Park to the Parish Council.
- p) Councillors to consider the attached request from Lakeside Café to host an event in June 2026.

11. War Memorial

(5 minutes)

- Cllr Spencer to investigate the cost and site for installation of a flagpole and report back to the meeting. Councillors to consider the information presented and make a decision based on that information.
- Councillors to note 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

(3 minutes)

The Clerk has amended the draft, as attached. Councillors to decide whether it is acceptable or needs further amendments. If this is approved, Councillors to decide if they are to be printed, at what size, and number required. Where would they be available from?

13. Clerks Annual Appraisal

(3 minutes)

The Clerk has contacted members of the HR Committee to try and arrange a date for her appraisal and awaits response to this request.

14. Christmas Lights Switch on

(4 minutes)

- The Clerk has contacted school to discuss the details regarding serving refreshments at the event; see attached response. Once the meeting has taken place, the Clerk will report back with the outcome.
- The Clerk has checked with the Charity and the lounge is available on both Wednesday 3rd or Thursday 4th December. Councillors to decide which date is best. The Charity would prefer Thursday but will accommodate either.

15. Policies

(3 minutes)

Councillors to review the attached Community Engagement and Reserves Policies and either amend or adopt.

16. Playground Inspections

(6 minutes)

Councillors to note that Pendle Borough Council contracted the annual RoSPA playground inspections for both Lanehouse Lane and Ball Grove playgrounds, as usual. The minor issues at Lanehouse Lane will be addressed by the Clerk but Councillors to consider the recommended repairs at Ball Grove and decide what works need carrying out. Pendle Borough Council should be able to organise these repairs, on our behalf as part of our contract with them. Both reports attached.

17. Footpath post at Bus terminus (3 minutes)

The Clerk has highlighted that the post housing the footpath sign appears to be in an odd place now that the telephone box has been removed. Councillors to decide whether it is acceptable in its current location or whether the Parish Council should move it closer to the wall.

18. Donations (4 minutes)

Each year, the Parish Council makes donations to local charities. Councillors to consider whether this should be done again this year. See attached document from 2024 as a guide to what was donated in 2024.

19. Grot Spot Walk (3 minutes)

- At the last walk, it was suggested that a new wildflower area be installed on the Tram Tracks. The Clerk has asked Trawden in Bloom whether they would be able to do this, and they have decided 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.
- Councillors to note that the next planned walk is on 18th October 2025, meeting at Millennium Garden, Cotton Tree. See attached route as suggested by the Clerk.

20. Pendle Local Plan (4 minutes)

Councillors to decide whether to respond to the main modifications of the Pendle Local Plan, as attached.

21. Remembrance Day (3 minutes)

- The Clerk has received confirmation that the request for a road closure in order to have the parade has been forwarded to the relevant authorities for approval.
- The Clerk asks for assistance from Councillors to help with traffic management on Sunday 9th November. Please let the Clerk know if you are able to help.
- Councillors to decide who will lay the wreath at the Service.

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

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.

APPLICATION: 25/0580/FUL. PROPOSAL: Full: Retention of a storage shed. AT: Land To The South Of 17 To 21 Clifton Street Trawden

23. Correspondence

- Lithium-ion batteries campaign September update received and distributed to Councillors.
- Devolution update received and distributed to Councillors 2nd September 2025.
- General update regarding the use of the Community received, as attached.
- Email received requesting attendance to a meeting from 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. Councillors to consider this request.
- Councillors to consider the attached request from the Allotment Association for the creation of a manure storage area and access along the Tram Tracks at Cotton Tree to make deliveries.
- Response to Calderdale Energy Park Scoping Report September 2025 – Councillors have been forwarded a copy of the response formulated by Cllr S Cockburn-Price and need to decide whether to input into this report. Comments would be late as closing date was 29th September.

24. Councillors to note the following items:

- **Land at Trawden Road** - Councillors to note that the Clerk has applied for pre-planning advice on this project and received confirmation of receipt.
- **Speed limit on Keighley Road/Rock Lane** – The Clerk awaits information from the discussion at the next Traffic Liaison Committee meeting.
- **Updating the Neighbourhood Plan** - The Clerk awaits the written report from the meeting on 29th July, from O’Neill Homer.
- **Recreation Ground** - The Clerk has written to United Utilities, as requested regarding the potential of installing a new meter on the Recreation Ground and just paying for this usage, only and awaits a response. United Utilities confirmed that they do not supply the area and that Waterplus are probably the supplier. The Clerk has duplicated the letter and sent to Waterplus.
- **Repairs to road to the rear of Cotton Tree Lane** - Councillors to note that Cllr Hodgson has carried out these repairs.
- **The Green at Well Head** – The Clerk awaits the return of the original, completed document in order to update and submit for registration of the land.

25. Finance

- Councillors to note that the second, and final precept payment has been received.
- Councillors to note the attached six-month budget position and raise any queries with the Clerk if necessary.
- To approve, or otherwise the following payments:

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

Next meeting Monday 3rd November 2025, commencing at 7pm.