



**Members of the Council are summoned to the Parish Council meeting
to be held on Monday 12th May 2025, at 7pm, at Trawden Forest Community Centre**

Mrs A Waddington, 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 7th April 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. Co-option of new Councillor

(3 minutes)

Councillors to consider the co-option of Adrian Foulkes to fill the current vacancy for the Cotton Tree, Winewall and Wycoller area of the Parish.

5. County Councillors Report – for information only

(5 minutes)

- Councillors to note that there has been a change of County Councillor for Pendle Rural where Councillor D Whipp and Councillor N McCollum have both taken the seats. Councillors to consider sending a thank you to the outgoing Councillor, Jenny Purcell.
- The Clerk still waits for an update regarding the parking/waiting restriction proposals and 20mph zone in the village.
- The Clerk has received no further information from Network Plus or Lancashire County Council regarding the proposed road closures on Cotton Tree Lane. The Clerk is copied into a circular email from local businesses with Cadent Gas.

6. Borough Councillors Update – for information only

(5 minutes)

- Lancashire County Council have contact Cllr S Cockburn-Price and, in relation to the Aisled Barn at Wycoller, they are consulting with colleagues to confirm approved progress on this site.
- 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.

(3 minutes)

- The Clerk has done some research on the compost that Trawden in Bloom used in 2024/5; please see attached document. Councillors to consider whether either of these options are acceptable. Councillors to approve the Clerk to purchase the items on the decision made.

- Trawden in Bloom would appreciate any feedback from Councillors. Is the Parish Council happy with the work and floral displays that the group are undertaking, for example.

10. Ball Grove

(25 minutes)

- Three companies were contacted asking whether they would be interested in quoting for the tree works required. Councillors to consider the attached quotes and decide to whom the works will be contracted to.
- Councillors to note that the Clerk has had to apply for planning permission for the tree works as some identified are under Tree Preservation Orders.
- The Clerk awaits the details from Cllr Jolley regarding the survey of signage at Ball Grove where it needs changing from Pendle Borough Council to Trawden Forest Parish Council.
- Councillors to note that the Clerk has requested that the Chair of Friends of Ball Grove mark a map of where the trees from the applied for community tree pack are to be planted.
- The Solicitor has found an old lease that they can work from for fishing rights on the lake. The cost for drawing this up will be between £800 and £2000. The Clerk requests that Councillors approve this cost.
- Councillors to note the attached letter from a resident of Ball Grove regarding the parking situation near to the property and decide how to move forward with this.
- A further meeting, regarding the design for the building at Ball Grove needs to be convened. Councillors to decide when this should take place and whether the designer should join this meeting.
- One of the volunteers who locks and unlocks the barrier at the top car park has offered to meet someone from the Parish Council to discuss securing the top barrier. Councillors agreed to keep the barrier locked, going forward, at the last meeting.
- An issue has arisen with the safety surfacing on the zip wire area. See attached photos. The Clerk asks Councillors to consider approving the £650 repair cost.

11. Land at Trawden Road

(3 minutes)

Councillors to note that the Clerk awaits the layout plan from Cllr Watts before submitting the pre-planning application for the site.

12. War Memorial/VE Day

(3 minutes)

- The Clerk has asked Rev Canon Andy Froud to say a few words and Stuart Whiteley is to play The Last Post before the flag is removed from the War Memorial. She is inviting the attendees of the Friendship Group to this at 10.30am on Thursday 8th May. Councillors are encouraged to attend to support the Clerk and Cllr Osborne with this event.
- The Clerk thanks Cllr Spencer for cleaning the War Memorial.
- The plaque is scheduled to be cleaned, by the professionals, w/c 28/5/25.

13. Garage Site Inspection

(3 minutes)

Councillors to note that the annual inspection of the garage site at Cotton Tree has taken place and decide how to respond to the issues raised from this inspection, as attached.

14. Policy Review

(5 minutes)

- Councillors to review the attached policies on Financial Regulations and Risk Management and decide whether they should be adopted.
- Councillors to review the attached new IT Policy, as required for the new Accounts and Audit Regulations 2025 and decide whether it should be adopted.

15. Grot Spot Walk

(4 minutes)

The Clerk suggest that the next Grot Spot Walk should take place on the Parish Council owned area of Ball Grove Park. Councillors to decide when this will take place.

16. Garden Festival Scarecrow Sponsorship

(4 minutes)

Councillors to consider the request from Trawden Garden Festival requesting the Parish Council to sponsor a Scarecrow at a cost of £30 over the festival weekend.

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

The Planning Committee have responded to the following application. Councillors to ratify their response:

Application 25/0191/HHO 1 Sydney Terrace Trawden Lancashire BB8 8RH Full: Erection of a two-storey side extension with decking area to front and the erection of a detached store to the rear. Councillors have no objection to this extension, and feel that, as part of the Conservation Area, the materials used should match those used on the original terrace, namely natural stone and real slate and the roof lights should be heritage roof lights.

The extension should be subordinate under Pendle SPD and should be set back 1 metre from the front of the original terrace. The plans show a marginal set back of 400mm.

The plans add a bedroom, moving it from two to three. It is potentially taking away a parking space with the shed. There are already parking issues in this area and this extension could exacerbate this with the potential removal of any current parking spaces.

There are concerns that digging into this banking could result in landslip so this would need to be taken into consideration at the time of the build.

18. Correspondence - none

19. Councillors to note the following items:

- **Office printer** - The new printer has been delivered and installed.
- **Defibrillator at Ball Grove** – The defibrillator at Ball Grove has been installed.
- **Mole issue at Ball Grove** –The Clerk has raised the Purchase order for the works required to remove moles at Ball Grove.
- **Dangerous Driving on Dean Street** –The Police have responded to the Clerk advising that the PCSO's will liaise with her and school to attend at convenient times and educate drivers.
- **Updating the Neighbourhood Plan** - Cllr Osborne and the Clerk to make an appointment with Neil from O'Neill Homer to take this project forward. Both consultants have been advised who won the contract.
- **Recreation Ground** - The queries raised at the last meeting regarding the water pipe and who will deal with bookings have been referred to Pendle Borough Council, via our Solicitor

20. Finance

- Councillors to note that most invoices have been paid, and the Clerk is dealing with those that remain outstanding.
- Councillors to note that the first precept payment has been received.
- Councillors to note that the annual insurance is due for renewal on 1st June 2025. Zurich, the current insurer has quoted £1764.43. Quote requested from Charity and Community Insurance and Clear Councils. Nothing received yet. Councillors to decide if we should renew with Zurich or give the clerk some guidelines for when the other quotes are received.
- As the Parish Council precept has been less than 5% of the Borough Councils net expenditure budget for the last 2 years, the precept should have been paid in two instalments. This was not the case in 2023/4 and 2024/5. As a result, the Borough Council have calculated that they owe us a total of £1623.46 in interest. This is to be paid to us by 6th May 2025.
- To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£20.80
Andrew Crawshaw, Lengthsman Hours	£688.50
Andrew Crawshaw – Grass Cutting Contract	£350
Andrew Crawshaw – reimbursement for weedkiller	£187.20
Lancashire Association of Local Councils annual subscription	£512.37
ACS Electrician – Installation of Defibrillator at Ball Grove	£195.80
Leo Brightley – Ball Grove Car Park Sweeping	£50
British Gas – Electricity at Ball Grove (paid DD)	£361.21
British Gas – Gas at Ball Grove (paid DD)	£87.32

Community Centre Trust – Office electricity charges March (paid)	£16.65
Community Centre Trust – Office electricity charges April (paid)	£9.19
David Barritt – reimbursement for paint for muck spreader for TiB	£31.96

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:

- Councillors to review the attached response from the Solicitor with reference to the renewal of the lease at Lakeside Café.

Next meeting Monday 2nd June 2025, commencing at 7pm.