



**Members of the Council are summoned to the Parish Council meeting
to be held on Monday 12th January 2026, at 7pm, at Trawden Forest Community Centre**

Mrs A Smith, Trawden Forest Parish Council Clerk and RFO

1. To approve Apologies – Cllr Watts

2. To consider and approve the Minutes of the Parish Council meeting held on 1st December 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 still awaits further information regarding the double yellow lines and waiting restrictions, the proposed meeting regarding Wycoller and the Aisled Barn repairs and the progress of the proposed 20mph zone.
- Councillors to note that residents are exceptionally concerned about the current consultation taking place regarding Favordale HFE. The Clerk asks CCllr McCollum to provide an update on the situation.

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

a) 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. River Ribble Trust (20 minutes)

Jack Spees from the River Ribble Trust attends the meeting to discuss the Natural Flood Management and river conservation efforts

10. Neighbourhood Plan (5 minutes)

A further meeting has been held with the subcommittee and O'Neill Homer Consultants. Cllr Foulkes to give an overview of the meeting. The Clerk suggests that the subcommittee meet monthly to move the project forward.

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

APPLICATION: 25/0844/FUL PROPOSAL: Full: Erection of 1 no. agricultural cattle building, 1 no. midden store with ancillary hardstanding. AT: Site For Proposed Agricultural Buildings To The South East Of Trawden Recreation Ground Keighley Road Trawden

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

- a) Councillors to note that the designer has been advised that Councillors would like to see the addition of a path to the side and rear of the building, and a rear entrance along with the installation of a lift. Newhey Interiors present an amended design for the building following the feedback from the consultations. Councillors to consider these and decide which plan to move forward with.
- b) The Clerk has received a copy of the completed Expression of Interest form for the installation of throw lines that is awaiting approval. See attached.
- c) A further site meeting has been held regarding the potential to re-open an external toilet. See attached updated document. Councillors to decide whether to proceed with this project.
- d) The Clerk has updated the Management Plan for submission for the 2026 Green Flag Awards. Councillors to review the document and advise whether any further amendments need to be made or whether this should be submitted.
- e) Leo Brightley has inspected the damp reported by the café tenant. See attached response. Councillors to decide whether this needs a Parish Council resolution.
- f) Cllr's Hodgson and Spencer to advise the Council on any remedial works required at the barrier at Keighley Road Car Park. If necessary, Councillors to decide how to get this repaired.
- g) Notification received from Lancashire Environmental Fund inviting the Parish Council to apply for the grant. Councillors to decide who will assist the Clerk in completing the required form and gathering information for this.
- h) Councillors to consider the attached request from Friends of Ball Grove regarding signage for cycling in the Park.
- i) Councillors to consider the attached document from Cllr Jolley with reference to the planting of the trees from Woodland Trust, as discussed at the December meeting.

13. War Memorial**(3 minutes)**

- a) John Whiteside has carried out the tree works around the War Memorial. Cllr Spencer can now re-assess the area, with ease regarding the proposed flagpole.
- b) The Clerk needs to apply for planning permission once the height of the flagpole has been decided.

14. Anti-social Behaviour Fact Sheet**(3 minutes)**

The next village newsletter is due to be printed late 2026. Councillors to decide whether to wait for this date for distribution of the leaflet or whether to distribute independently. If so, how many need printing.

15. Christmas Lights Switch on**(3 minutes)**

- a) The Clerk thanks Cllr's Barritt, Spencer, Wiggins, Mr Smith, Mrs Barritt, Alfie Smith, Mrs Barritt, John and Sarah Cordingley for assistance with the organisation and execution of the event.
- b) Councillors to see the attached 'thank you' from Trawden School who advise that £150.12 was raised in donations that the Parish Council will match.

16. Land at Trawden Road**(5 minutes)**

- a) Councillors to note that the Clerk has asked Lancashire County Council for their long-term plans for the storage yard at Skipton Road before any expense is incurred on surveys for this area. Waiting response.
- b) The Clerk has been informed that Lancashire County Council are looking to off-load some parcels of land; one of which is attached. Councillors to consider whether this would be of interest to the Parish Council. There would be no purchase cost for the Parish Council.

17. Recreation Ground**(4 minutes)**

The Clerk has written to Waterplus regarding the potential of installing a new meter on the Recreation Ground and just paying for this usage. The Clerk has asked Pendle Borough Council the situation on the water meters; see attached. Councillors to decide how to try and move this forward

18. Councillors to note the following items:

- a) **Trawden in Bloom** - Councillors note the budget situation as: budget £3000 +£1584.10 sponsorship– spent £2275.46= £2308.64.
- b) **Bus Terminus Repairs** - The Clerk has not received any quotes for these works. Councillors to decide how to proceed.
- c) **Bulb Planting** - The bulbs received by the Clerk have been planted. Thanks to Cllr and Mrs Barritt for planting many of the bulbs and for assisting with distribution to various groups for planting including Friends of Ball Grove for planting in the raised beds and Trawden School.
- d) **Footpath diversion at Cemetery House** – Councillors to note that the official Order for the mapping of this footpath has now been received.

19. Correspondence – Councillors to note the correspondence, as attached and make any decisions required on these items.

20. Ongoing – Councillors to note the attached document.

21. Finance

- a) To note the attached budget position and to finalise the 2026/7 budget and agree the precept requirements. The Clerk presents the Pendle Borough Council tax base document and required the form for completing for the precept amount.
- b) To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£246.50
Clerk Expenses – December	£18.20
Match donation funding to Trawden School from Christmas Event	£150.12
Leo Brightley – sweeping Ball Grove car parks, filling potholes, surveying cafe	£143
O’Neill Homer Consultants – Interim Payment (+ VAT)	£3750
<u>Items paid under delegated powers</u>	
Bank Charges	£14.90
Website and email package (+ VAT)	£38
British Gas – Gas charges for Ball Grove (+ VAT)	£106.26
British Gas – Electricity charges for Ball Grove (+ VAT)	£161.77
EE (+ VAT)	£15.74
Community Centre Trust – Electricity for October (+ VAT)	£13.42
Community Centre Trust – Electricity for November (+ VAT)	£46.79

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) Councillors to note that the Clerks appraisal took place in early October. Cllr Holmes to update Councillors.
- b) Café lease – Councillors to consider the attached email from the Solicitor in relation to the new café lease.
- c) 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 2nd February 2026, commencing at 7pm.