



Minutes of the Meeting held on Monday 3rd August 2026

Present

Chair Ann Holmes	Clerk Adele Smith	Councillor Barry Hodgson
Councillor Adrian Foulkes	Councillor Lester Spencer	Councillor Jonathan Wiggins
Cllr Judy Yacoub	Councillor Eleanor Jolley (briefly left the meeting from 8.10 – 8.15pm)	

Also in attendance: Cllr S Cockburn-Price, 1 resident

Apologies accepted from: Councillor Andrea Beswick, Cllr Mark Watts, Councillor Philippa Osborne

Minutes - It was resolved that Parish Council minutes from the meeting held on 6th July 2026 and the Extra Ordinary meeting held on 16th July 2026 be signed by the Chairman as a true and accurate record.

Declaration of Interest –None – The Clerk reminded Councillors that any dispensation request forms must be returned urgently for review before the September meeting.

4. Police Report - The Police were unable to attend the meeting.

5. County Councillors Report – Neither CCllr Whipp nor CCllr McCollum attended the meeting.

- a) The Clerk reported that a pole for the new signage at the corner of Church Street and Church View has been installed and will request an update from Lancashire County Council Highways for installation of the waiting restrictions in this location and the double yellow lines at Lane House Lane and Hollin Hall. Pendle Borough Council Engineers are looking at conducting a speed survey for the proposed 20mph zone. No further information regarding the proposal for extension of the 30mph on Rock Lane/Keighley Road.
- b) The Clerk is waiting for CCllr McCollum to arrange a meeting regarding the works that have been carried on the bus terminus footpath by Lancashire County Council whilst installing the cable for the new pole, whereby the flags have been broken, replaced with tarmac and are now uneven. Cllr Wiggins reported that although the electrical works have been completed for the new bus service sign, it has not been connected.

Borough Councillors Update/ Colne and District Committee

Cllr S Cockburn-Price was the only Borough Councillor to attend the meeting.

Cllr S Cockburn-Price updated Councillors on the new Local Government Reorganisation whereby Lancashire will be split into 4 areas. Pendle will be part of the area allocated with Burnley, Hyndburn, Rossendale and Blackburn with Darwen. A Pendle is vast, it will be split into three divisions; Earby and Coates, Barnoldswick and Boulsworth. Pendle Borough Council offers are unsure how their current roles will be affected.

Martyn's Law has now been approved, and the Council must make sure it is compliant on event risk assessments.

If anyone sees any street signs that need re-painting, Cllr S Cockburn-Price is still collating a list of these.

The Playstreet framework is set up and if anyone is interested in rolling this out to their local area, contact Cllr S Cockburn-Price.

If anyone is receiving unfavourable responses to reports on the Lovecleanstreets app, contact Cllr S Cockburn-Price as she is having unhelpful responses, too.

7. Community Centre Trustees update

The update was not received before the meeting.

8. Residents Issues – One resident attended the meeting who is looking for short term volunteer opportunities. He is helping at Trawden Show.

9. Neighbourhood Plan

- a) Councillors noted the minutes of the last meeting of the Steering Group held on 15th July. Cllr Foulkes advised that the website is being updated with more information and will send links out to all Councillors to review before the

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- page information goes live. Cllr Jolley advised that she is writing to all residents of Wycolter to ask for their input.
- b) Councillors noted that Cllr Foulkes and the Clerk have met with the Planning Manager at Pendle Borough Council and Growth Lancashire to determine the requirements of revising the Conservation Area report. The Clerk has received a response and will report this at the next meeting.
 - c) Councillors noted that the Admin Assistant has collated and sorted the questionnaire responses for submission to the consultant.

10. Planning Applications – None received.

11. Ball Grove

- a) Councillors noted that the revised plans for the renovation of the building with the toilets inside, approved at the extra ordinary meeting, have been relayed to the designer. This will now be put forward in the planning application. The Clerk attached approved plans.
- b) Councillors noted that the last bat survey for Ball Grove will take place on 28th July.
- c) Councillors noted that the Water Safety Boards have been delivered and are in storage until the go-ahead from Lancashire Fire and Rescue is received to install them.
- d) The closing date for tenders for the refurbishment of the external toilet closed on 3rd August 2026. No further bids received. Cllr Holmes suspended the Standing Orders in order for a revised decision regarding the closing date for bids. It was resolved that the closing date now be 17th August 2026. Once the date has passed, the Clerk will contact Councillors to decide when the tenders will be opened and who will be present with the Clerk, as per the Financial Regulations.
- e) Councillors noted that the Clerk has placed the order for the approved cycling signs
- f) Cllr Spencer advised that he has not yet received a quote for the repairs required on the building at Ball Grove to alleviate the damp issues within the café. He will continue to chase this.
- g) Councillors noted that Friends of Ball Grove have identified a bench for the concrete area along the track. It was resolved that this purchase be approved and the Clerk will place the order and recharge the Friends Group for 50% of the total cost, including installation.
- h) Councillors noted that the Green Flag Awards ceremony took place on 14th July. The Clerk, Cllr Jolley and two representatives from the Friends group attended. Photos have been uploaded to the website.
- i) Councillors noted that the Fire Risk Assessment has been ordered for the café at a cost of £395 + VAT. It was resolved that the Parish Council will pay for this, this year as it is not clear who is responsible for the spend in the café lease. In future years, the café tenant must ensure that the relevant fire risk assessments are conducted and paid for, annually and the fire extinguishers are the tenants responsibility.
- j) Members of Friends of Ball Grove have raised an issue with the motor bikes struggling to egress from the car parks to the side of lake. They advise that they either have to travel very fast or are struggling to turn at the top of the ramp, safely. The Parish Council is unaware of this event taking place as no Event Notification Forms have been received. The Clerk to forward these to the café tenant and ask that these be completed and the risk assessment be returned urgently for review by the Parish Council. One form for the season duration is acceptable but must be reapplied when the season commences again.
- k) Councillors reviewed the quotes received for repair or replacement of safety surfacing under the infant swings at Ball Grove Playground and it was resolved that the removal and replacement of the whole surface along with the kerb edges be approved at a cost of £3316. With the removal of the edgings, this will alleviate the issue of visible signs of shrinking in future as the grass will cover the outer edge.

12. Lanehouse Lane Playground

Councillors noted that Colne Youth Action Group are still investigating how and what sessions they can run on the playground. Cllr Hodgson reported that the issues appear to have moved to the Community Centre so Cllr S Cockburn-Price will liaise with CYAG and see what can be agreed.

15. Woodland off Skipton Road

- a) Councillors noted that the Clerk has confirmed to Lancashire County Council that the Parish Council is happy to accept transfer of the woodland and the areas to the front of Bankfield Street and Gladstone Terrace on a 125 year lease.

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- b) Councillors noted that, following feedback from the recent consultation and the issue raised that there is not enough for teenagers to do in the area, the Clerk has contacted Colne Youth Action Group to see if they would be interested in holding some sessions in the woodland. They have confirmed that they would be interested in this site.
- c) Trawden Community Wildlife Group have asked whether it would be possible to arrange a meeting with the relevant councillors to go through how an arrangement between the Parish Council and the Wildlife Group would be formalised for the land management. Cllr S Cockburn-Price advised that Colne Youth Action Group have a template for the woodland at Wycoller and she will ask that it be sent to the Clerk. Cllr Jolley is happy to review the agreement, and the Clerk will pass on the details of the Forestry Commission, in the meantime for the group to take a look at.

16. Recreation Ground

- a) Councillors noted that a further meeting of the user groups has been held. Councillor Holmes advised that the plans look good, and the Ryan Waine has been asked to price the works. It was re-iterated that the Parish Council plan to spend £21,000 on these works in this financial year, followed by a further £19,000 next year. The Parish Council need to ensure that the space is suitable for all user groups and that it can be easily rented to any person or group who would like to hire it. The more it is hired, the more money will be available for further works. The Parish Council will manage the bookings, and all groups must follow the same booking rules, once transfer has taken place.
- b) Councillors noted that Cllr Hodgson has met with Pendle Borough Council regarding the water pipe. The representative is waiting for drawings from United Utilities and then a report will be presented to Pendle Borough Council Exec meeting for review by them.
- c) Councillors noted that Cllr Foulkes has completed a review of any issues on the Recreation Ground so that the defects can be submitted to Pendle Borough Council for repair before the final transfer takes place. The Clerk to forward this report as soon as it is received.

17. Christmas Tree – Cllr Hodgson advised that he has been successful in finding a tree for this year.

18. Trawden in Bloom

- a) Councillors noted the budget situation as: budget £2500 +£1690 sponsorship– spent £1455.31= £2734.69
- b) Councillors noted that the judging for North West In Bloom took place on Friday 10th July 2026. They seemed very impressed with the work carried out by the team and those who also entered the 'It's your neighbourhood' categories.
- c) Councillors noted that the Clerk has now successfully gained sponsors for all planters and new stickers have been ordered.

20. Garages

Due to the nature of the discussions around this subject, it was resolved that this item be moved into Part 2 of the meeting.

21. Parish Council Owned Benches

- a) Councillors noted the report on the condition of the benches from the Lengthsman and it was resolved that the benches requiring painting will be carried out as soon as possible. The Clerk to contact Leo Brightley and ask that he adds this task to his list.
- b) Cllr Jolley asked Councillors to consider changing the colour of the wood on the benches to Parish Council green. Leo Brightley has confirmed there will be a cost increase of £5-10 per bench. It was resolved that all benches, when repainted, will now be in the green colour.

19. War Memorial

It was resolved that the Councillors are happy with the current cleaning schedule of the War Memorial ground as Pendle Borough Council undertake this annually. Councillors feel that if the structure is cleaned too often, it will deteriorate.

22. Councillors to note/comment on the following items:

Bus Shelters – Councillors noted that the Clerk has ordered the posts required for installation of the notice board next to the new bus stop at the Community Centre.

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October meeting – It was resolved that the October Parish Council meeting be moved to 12th October due to Clerk being on leave.

Footpath leading from Back Lane to Back Colne Road – The Clerk has asked if the footpaths officer would cut the bushes at the top of Back Lane, but it transpires that the footpath is not mapped or registered. It was resolved that the Clerk should try and add it to the definitive map so the bushes would be part of the maintenance schedule.

23. Correspondence – Councillors noted a suggestion from a resident regarding the option for a tool rental scheme. The Clerk has forwarded the email to the Man's Shed and asked if they would be interested in looking into this.

24. Ongoing

Land Registration – The Clerk is looking at the forms required for the first registration of the land for the Green at Well Head and the area at Harambee Surgery.

25. Finance

a) To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£585
Andrew Crawshaw – Grass Cutting Contract - June	£350
Clerk Expenses – June	£5.40
Clerk's Additional hours	9.25 hours
Reimbursement to Clerk for Wi-Fi and electricity usage - monthly	£10
Cllr E Jolley – Mileage to Green Flag Awards at HMRC Rate 55p/mile	£57.75
Reach & Rescue – Water Safety Boards for Ball Grove (+VAT)	£1687.40
SLCC Annual membership	£316
<u>Items paid under delegated powers</u>	
Bank Charges	£18.20
Website and email package (inc VAT)	£15.60
Community Centre Trust – Electricity for May (+ VAT)	£8.03
British Gas Electricity for Ball Grove + VAT	£280.46
British Gas - Gas for Ball Grove + VAT	£59.13
Pendle Borough Council - First quarter payment Grounds Maintenance at Ball Grove (+ VAT)	£4747.52
rCOH O'Neill Homer – Second payment for producing modified NHP + VAT	£2000

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:

Café lease – Councillor Jolley will draft a proposal of partnership working explaining our intentions to include the cafe in the continuation of the running of ball grove. It will not be a legally binding contract. A draft copy of the new lease has been requested from the solicitor.

Garages - Councillors reviewed the Clerks proposal regarding garages and it was resolved that a separate meeting be held to consider the proposals within the document. In lieu of the review, the Clerk has asked the Admin Assistant to complete a review of the waiting list which is currently being undertaken.

Meeting closed 9.12pm

Next meeting Monday 7th September 2026 - commencing at 7pm at Trawden Forest Community Centre, Church Street, Trawden.