



## **Minutes of the Meeting held on Monday 7<sup>th</sup> April 2025**

### **Present**

Clerk Adele Waddington

Councillor Jonathan Wiggins

Chairman Barry Hodgson

Councillor Philippa Osborne

Councillor Lester Spencer

Councillor Ann Holmes

**Also in attendance:** County Borough Councillor Sarah Cockburn-Price

**Apologies accepted from:** Councillor Andrea Beswick, Councillor Mark Watts, Councillor David Barritt, Councillor Eleanor Jolley

**Minutes** - It was resolved that the Minutes of the Meeting held on the 3<sup>rd</sup> March 2025 be signed by the Chairman as a true and accurate record.

**Declaration of Interest** – None

**County Councillors Report** - Due to the upcoming County Council elections, CCLlr Purcell did not attend the meeting

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

Cllr S Cockburn-Price has reported various issues from the Grot Spot Walk that took place on 5<sup>th</sup> April.

Cllr S Cockburn-Price advised that the Colne and District Committee have granted Trawden Agricultural Show £3240 towards online bookings software.

There have been numerous reports of bins not being emptied. This was due to a new driver but software has been created so that it will plan the route for driver so that bins are not missed again.

Cllr S Cockburn-Price advised that there is a campaign for abandoned vehicles. This is proving very successful. The Clerk will share details on social media how these can be reported.

### **Community Centre Trustees update**

Councillors noted the report sent by the Chair of Trustees which included that there is no update on the Post Office service; the new fuel store is due to be installed outside the shop in early June. This may affect access to the site on the day but the Parish Clerk will be kept informed; an application for further funding to cover the volunteer coordinator and community support worker posts was made to the National Lottery but unfortunately this wasn't successful. Contingency plans are in place so we can continue to benefit from these two vital positions and the Lord Lieutenant of Lancashire, Amanda Parker, recently visited the Friendship Group to talk about her role.

**Residents Issues** - No residents attended the meeting

### **Allotment Update**

Nick Elliot, the Chair of the Trawden Forest Allotments Association attended the meeting to update the Councillors. He reminded the Council that they are responsible for all capital expenditure, tree management and the annual invoicing. Councillors agreed and currently upholding this agreement. The current tenants seem to be happy with the running of the site and they have good connections with residents too. They haven't joined the Allotment Society yet, but plan on doing so. They have connections with Trawden in Bloom and the school and have entered North West in Bloom. They need administration assistance so the Clerk will put out a social media post asking if anyone is interested in joining them.

### **Trawden in Bloom**

- Councillors noted that the litter pick in conjunction with the Great British Spring Clean took place on 29<sup>th</sup> March 2025. The number of bags collected has been reported on their website
- Councillors noted the minutes of the most recent meeting. The Clerk is looking at the cost of compost for this new financial year. The Councillors thanked Cllr Barritt for attending on behalf of the Parish Council and the Clerk for trying to be cost effective.

### **Ball Grove**

- Councillors noted that the defibrillator is due to be installed very soon.
- The tree survey at Ball Grove has been completed and it was resolved that the Clerk would write to three local tree surgeons to ask if they are interested in quoting for this work. Quotes needed for next meeting.
- Councillors noted that the invoice for the tree survey has been paid.
- Councillors were happy with the response received from the organiser of the Party in the Park.
- Cllr Jolley has carried out the survey of signs in the Park where the logo needs to be changed from Pendle Borough Council to the Parish Council. Once this information has been supplied to the Clerk, she will order the over-stickers.
- The Chair of Friends of Ball Grove has applied for a community tree pack and it was resolved that the Clerk would write to the Chair and ask where the group would like to plant the trees. This is to be marked on the Parish Council map so it can be agreed by Councillors.
- Concerns have been raised by a resident regarding the top barrier of the car park off Keighley Road. It was resolved that this top barrier be locked at all times for the benefit of the Park.
- Councillors noted that the blocked gulleys had been cleaned.
- It was resolved that, as the current lease for the lake between the angling club and Pendle Borough Council cannot be found, that we use the template supplied by the club and produce a new lease. The Clerk to arrange this with the solicitor.
- Councillors noted that the invoice for the replacement dog fouling bin has been received and paid, and reimbursement for half of the cost has been received from Pendle Borough Council.
- Councillors considered the request from the resident of Riverside Cottage to weed kill the concrete area to the side of his property and do some planting. It was resolved that, as this area has historically been used for the storage of grounds maintenance items, it should be kept free to be used for this again. Councillors felt that weedkilling and the plants suggested were not appropriate for this area and if the resident would like to use an allocated parking space, the Council would be willing to discuss an agreement over a payable rent.

### **Updating the Neighbourhood Plan**

It was resolved that the full Neighbourhood Plan review and the inclusion of a Design Code and Environmental Policy will be undertaken with O'Neill Homer Consultants. The re-launch, planned for 16<sup>th</sup> April will be postponed until we have something to show our residents.

### **Recreation Ground**

It was resolved that the Clerk would respond to the Solicitor stating that the Parish Council felt that Pendle Borough Council should be responsible for the water pipe from the initial water meter to the Recreation Ground, where a new meter should be installed. The volume that then passes through this meter would be payable by the Parish Council upon receipt of invoice from Pendle Borough Council. Pendle Borough Council are also to be advised that the new Management Committee would deal with all bookings for the site.

### **Grot Spot Walk**

This took place in Wycoller on 5<sup>th</sup> April and Cllr S Cockburn-Price has written to Lancashire County Council and requested an update on the Aisled Barn, there is a cupboard in the ladies' toilet that doesn't close and that there is a collapsed wall by the bridge. She has also written to Pendle Borough Council regarding a wonky post and unfinished planting scheme at the farm on the entry to Wycoller.

### **Land at Trawden Road**

It was resolved that the Clerk would ask Cllr Watts to produce a site plan showing the layout and number of spaces that could potentially be available for parking on this site. Once this information is received, the Clerk will then apply for pre-planning advice and include the site plan, curtilage drawing, how the entrance would be created and a biodiversity statement.

### **War Memorial/VE Day**

It was resolved that Cllr Spencer will gently power wash the structure and that Stone Edge Historic Restoration Specialists will clean and re-wax the plaque. The works required on the pointing will be considered later in the year.

**Garage Site Inspection** - It was resolved that this would be moved to the May meeting.

### **Ramblers Maintenance on Footpaths**

It was resolved that this offer be rejected. The Parish Council already opts into the funding available from Lancashire County Council and this is spent on paying the Lengthsman to trim various marked footpaths within the village.

**Policy Review** - It was resolved that the Grants, Vexatious Complaints, Social Media and Standing Orders Policies be adopted and published on the website.

**Office Printer** - It was resolved that the Clerk purchase the printer from Zest Document Solutions Ltd.

**Public Phone Box at Bus Terminus** - It was resolved that the Parish Council do not have any issues with the removal of this phone box.

**Victorian Toilet** - It was resolved that the Clerk ask Leo Brightley to re-paint the structure before the netting is added to the top.

### **Dangerous Driving on Dean Street**

It was resolved that the Clerk would write to Sgt. Emmett regarding this issue and ask that they attend to do a special operation to monitor the traffic and educate drivers.

**Planning Applications** - None

### **Correspondence**

- Councillors considered a request received from resident of Back Colne Road to cut back the bushes on the parking area across from Weavers Court. It was resolved that the Clerk would respond advising that the Lengthsman will cut these back as far as possible and remove some of the height, after the bird nesting season.
- Councillors noted that the Clerk had circulated information from Pendle Borough Council stating that 'Notice is hereby given that, in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended, Pendle Borough Council submitted the Local Plan to the Secretary of State for independent examination on Tuesday 18 February 2025.'

### **Councillors noted the items below:**

- **Parking on double yellow lines on Church Street** – Councillors noted that the white vehicle parking on these lines has received a fixed penalty notice after being reported by a resident.

### **Finance**

- Councillors noted that all invoices have been produced and distributed for this year.
- Councillors noted that the year-end audit forms have been received.

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- Councillors noted that the Precept will be paid in two instalments this year; 28<sup>th</sup> May and 29<sup>th</sup> September 2025.

It was resolved that the following payments be made:

Clerk's expenses – Mileage	£18.85
Andrew Crawshaw, Lengthsman Hours	£620.50
Andrew Crawshaw – Grass Cutting Contract	£175
Pendle Borough Council – new dog fouling bin at Ball Grove (paid) + VAT))	£198.82
Leo Brightley – quarterly bus shelter cleaning (paid)	£130
Bowland Tree Consultancy (+VAT – Paid)	£710.75
British Gas – Electricity at Ball Grove (paid DD)	£257.16
British Gas – Gas at Ball Grove (paid DD)	£193.75
Community Centre Trust – Office electricity charges Feb (paid)	£15.80
Leo Brightley – filling potholes at Ball Grove (paid)	£105
Pendle Borough Council – Ball Grove Gulley Cleaning (+ VAT) Paid))	£260

## PART 2

It was resolved that the Clerk respond to the Solicitor with the query over the renewal of the café lease.

It was resolved that the building work design be contracted to Newhey Interiors.

## Meeting closed 9.35pm

Next meeting Monday 12<sup>th</sup> May 2025 - commencing at 7.00pm at Trawden Forest Community Centre, Church Street, following the Annual Meeting of the Parish Council which commences at 6.45pm.