



**Members of the Council are summoned to the Parish Council meeting
to be held on Monday 1st September 2025, at 7pm, at Trawden Forest Community Centre**

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. **To approve Apologies** – Cllr Beswick
2. **To consider and approve the Minutes** of the Parish Council meeting held on 4th August 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 has written to Cllr McCollum requesting an on-site meeting to be held with Lancashire County Council regarding the trough at Gladstone Terrace.
 - The Clerk has had a conversation with Tim Blythe from Lancashire County Council regarding the suggestion that the Parish Council should take ownership of Wycoller. Tim knew nothing about this but will make enquiries within the County Council. In the meantime, the Clerk awaits suggested on-site meeting dates from Cllr McCollum with officers from Lancashire County Council. Cllrs Hodgson, Wiggins, Jolley and S Cockburn-Price have expressed an interest to join this.
 - Updates on the outstanding issues for Trawden are required. These are: the Aisled Barn at Wycoller, the sinking of Cotton Tree Lane (outside our Parish but has a big impact on our village) and the proposed 20mph zone.
 - The consultation period regarding the waiting restriction proposals has now finished. Results of this consultation are eagerly 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. **Ball Grove** **(35 minutes)**
 - a) 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.
 - b) Councillors to decide how to proceed with the unauthorised parking on the area to the side of Riverside Cottage.

- c) The Clerk and Cllr Jolley have met with a representative from Burnley and Pendle Angling Club and present the attached, proposed licence for the fishing club on the lake at Ball Grove. Councillors to review the details and either make amendments or approve the document.
- d) Newhey Interiors to attend the meeting for Councillors to consider and decide on; a timeline for progress and completion of the building project; Funding and how Newhey Interiors can help; would Councillors consider a Project Manager for when the build starts and costings are being finalised; Key dates that we require Newhey Interiors to attend Parish Council meetings, these will then be tied into the schedule.
- e) Councillors note that the Clerk has ordered the disabled parking badges for the posts which are to be installed at the parking area.
- f) Councillors to note that Cllr Spencer has removed the Winewall Road car park barrier in order to repair it.
- g) Councillors to note that a new bin for outside of the café has been installed.
- h) Councillors to decide whether the Parish Council will apply for the Green Flag for 2026 at a cost of approx. £375.
- i) Councillors to consider the request from the fishing club that they install a safety roller shutter door on their storage area. The Clerk recommends that this is installed on the internal door so no planning permission would not be required. Councillors to consider this request.
- j) It was suggested that 'throw line(s)' be installed at the edge of the lake as advised by the fishing club. Councillors to consider this request and decide whether to have one, or more dependent on advice received.
- k) Councillor Jolley asks Councillors to suspend Standing Order 7A in order to reassess the decision that the re-opening of a toilet should be considered at a later date. She feels that, as the Lancashire Environment Funding pot is limited in time, this would be an ideal opportunity to bid for funding as a standalone project.
- l) As part of the proposed new tenancy agreement for Lakeside Café, there is currently nothing that states that the tenant can use the area to the front for picnic tables. The Ball Grove Management Committee propose to include the attached new drawing, which also removes the detailed area for bin storage. Councillors to consider whether this is acceptable.

10. 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 decide whether the paving stones to the base of the War Memorial should be re-pointed, as per the recommendations given by the company who cleaned the plaque.

11. Anti-social Behaviour Fact Sheet

(3 minutes)

Cllr Beswick has produced the draft (to follow). Councillors to consider the content and comment, as appropriate.

12. Clerks Annual Appraisal

(3 minutes)

The Clerk reminds members of the HR Committee that her annual appraisal is due in September/October. Members to decide when this will take place.

13. Christmas Lights Switch on

(9 minutes)

- Councillors to decide when the Christmas Lights Switch On will be.
- Councillors to decide whether there will be a parade again this year, and whether it will take the same route as last year.
- The Clerk requests that the Parish Council purchase some LED lights for the sides of the Tram Tracks, if this is the route that any parade will take.
- Councillors to consider the Clerks suggestion of a having a tractor travel at the front of the procession that is lit up with fairy lights and playing Christmas music. Carols can then be done at the community centre.
- Trawden Forest Primary School would like to supply and serve refreshments at the event. They will either charge a small amount or ask for donations. Councillors to decide whether this is acceptable.

14. Repairs to road to the rear of Cotton Tree Lane (3 minutes)

Councillors to consider whether the road to the rear of Cotton Tree Lane would benefit from filling the Parish Council owned half with stone. If so, the Clerk can purchase the stone and Councillors to decide who will carry out these works.

15. The Green at Well Head (5 minutes)

A number of years ago, the Parish Council started the process of registering ownership of The Green at Wellhead. The documents have been with a volunteer for several years so are now outdated. Councillors to consider whether this should be pursued, once again, for registration. If so, the Clerk needs assistance with gathering the information and suggests that the usual admin assistant is paid for this job.

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

APPLICATION: 25/0488/FUL PROPOSAL: Full: Erection of 4 no. dwellings with garages and altered vehicular access. AT: Land To The South Of Green Meadow Trawden, FOR: Foster Builders.

APPLICATION: 25/0321/FUL PROPOSAL: Full: Erection of an agricultural steel portal frame building. AT: Little Thorn Edge Farm Wycoller Road Trawden. FOR: Mr M Wolfenden

17. Correspondence - none

18. 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.
- **Grot Spot Walk** - The Grot Spot Walk took place on 16th August. The Clerk has received details of issues located and has followed these up. See attached.
- **Speed limit on Keighley Road/Rock Lane** – The Clerk awaits information from the discussion at the next Traffic Liaison Committee meeting.
- **Remembrance Day** – The Clerk awaits the outcome of the application for this year’s Remembrance Day Parade.
- **Local Delivery/Biodiversity Schemes** – Notification received that the scheme has not been granted funding for this financial year.
- **Trawden in Bloom** -Councillors note the budget situation as: budget £3000 +£1584.10 sponsorship– spent £1367.85= £3216.25
- **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.

19. Finance

- Councillors to note that the NJC pay rise rate has now been agreed between the Government and the trade unions at a rate of 3.2%. This means that the hourly rate paid to the Clerk has increased by 78p/hr, backdated to 1st April 2025.
- To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£782
Andrew Crawshaw – Grass Cutting Contract	£350
Clerk Expenses – August	£13
<u>Items paid under delegated powers</u>	
Bank Charges	£14
Website and email package (+ VAT)	£36
British Gas – Gas charges for Ball Grove (+ VAT)	£41.42
British Gas – Electricity charges for Ball Grove (+ VAT)	£376.81
EE (+ VAT)	£15.74
Community Centre Trustees – Office Electricity (+ VAT)	£2.59

O'Neill Homer - First Stage Payment plus visiting expenses (+ VAT)	£4050
Paul Foxley Architect – Feasibility Study	£1500
Monk of Colne Ltd – Installation of grip strip at Ball Grove (+ VAT)	£2195
Pendle Borough Council – pre-planning application	£117.50
Richard Jackson Gardens – slug control for Trawden in Bloom (+ VAT)	£13.32

Next meeting Monday 6th October 2025, commencing at 7pm.