



**Members of the Council are summoned to the Parish Council meeting
to be held on Monday 11th May 2026, at 7pm, at Trawden Forest Community Centre**

Mrs A Smith, Trawden Forest Parish Council Clerk and RFO

1. To approve Apologies – Cllr Jolley

2. To consider and approve the Minutes of the Parish Council meeting held on 13th April 2026 (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 (5 minutes)

Councillors to receive an update from the County Councillors and make any decisions, as required.

- a) Councillors to note that the proposal for double yellow lines and waiting restrictions has gone back to the Traffic Liaison Committee as it has been recommended that they be altered. A consultation has taken place.
- b) The Clerk has chased for an update regarding the proposed 20mph zone.

6. Borough Councillors Update (5 minutes)

Councillors to receive an update from the Borough Councillor and make any decisions, as required.

- a) Cllr S Cockburn-Price to update the Parish Council on items pertaining to the 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. Neighbourhood Plan (7 minutes)

The steering committee met on 22nd April. See attached minutes. Councillors to make decisions on any items raised in these minutes.

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

APPLICATION: 26/0240/FUL PROPOSAL: Full: Erection of a detached outbuilding within the rear garden. AT: Land And Buildings To The South Of 13 To 15 Clifton Street Trawden.

APPLICATION: 26/0187/FUL PROPOSAL: Full: Formation of an outdoor riding arena with timber post and rail fencing. AT: Field Number 3565 Lane Top Winewall.

11. Ball Grove (15 minutes)

- a) Councillors to note that the Biodiversity Net Gain statement is not required for the planning application which has now been re-submitted with all information required by Pendle Borough Council.
- b) Councillors to note that the Clerk has ordered the water safety boards and to note that there is an additional cost of £200 for the design to the rear of the boards.

- c) Councillors to note that the Clerk has produced the tender document that will be sent to three contractors to provide a quote as per Financial Regulations. Cllr Jolley to check the document before issuing.
- d) Councillors to note that the Pride in Place funding will be paid retrospectively at the end of the projects upon submission of evidence of completion.
- e) Councillors to note that the Clerk has requested the amendments to the cycling signs and awaits the artwork proofs for approval.
- f) Councillors Spencer/Foulkes to report back regarding the power washing at Ball Grove playground. Pendle Borough Council have quoted for these works at £1758.75.
- g) Cllr Spencer to update the Parish Council on any progress made with quotes for the repairs required on the building at Ball Grove to alleviate the damp issues within the café.
- h) Cllr Holmes has attended the Friends of Ball Grove meeting who have a query regarding a bench. Cllr Holmes to give Councillors details on this and if any decisions need to be made, Councillors to consider this or if further investigations are required, the Clerk will include this on the June agenda.
- i) Councillors to note that the Clerk has received an email from a Colne Councillor who has received a report that the gates to the Keighley Road car park were locked on Friday 10th April at 8am. The report came from a person with walking difficulties. Councillors to discuss.
- j) Cllr's Jolley and Beswick have met with representatives from the Blind Society to discuss parking and access within the Park. Councillors to note the attached notes from the meeting and decide on any action points, highlighted in yellow, recommended.
- k) Councillors to note the attached Annual General Meetings minutes from the Friends of Ball Grove. They approve the contribution of £150 towards the wildflower area in the park.
- l) The Clerk has received a request to re-line the large car park off Keighley Road. Councillors to consider this request.
- m) Councillors to note that the new disabled parking signs have been installed at Ball Grove Car Park at a cost of £94.

12. Parish Council Clerk

(5 minutes)

- a) The Clerk thanks Cllr Beswick for amending the original job description provided by Cllr Foulkes. Councillors to consider approving this.
- b) Councillors to note that the Clerk needs a new laptop for the office/admin. Councillors to set a budget for this.

13. Bus Shelters

(4 minutes)

- a) Councillors to note the Clerk has confirmed to Lancashire County Council that the new bus shelter at the Community Centre can be installed. They will be responsible for all maintenance and cleaning. Councillors to advise the Clerk whether the current one needs to be retained for use elsewhere, and if so, where should it be stored.
- b) Councillors to note that the Clerk has confirmed to Lancashire County Council that the installation of an 89mm black powered pole, to fit passenger realtime information screens can be put at the bus terminus. They will also look at reinstating the internal light as it has been disconnected in the past.

14. Lanehouse Lane Playground

(4 minutes)

- a) Councillors to note that the Clerk has contacted Colne Youth Action Group to advise when ball games are being played on the playground. The Clerk has also put posts out on social media reminding people of the restrictions.
- b) Councillors to decide whether Cllr Jolley should engage with the school to deliver an assembly on this issue.
- c) Colne Youth Action Group have sent the attached suggestions for the playground. Councillors to consider the suggestions.

15. War Memorial

(4 minutes)

- a) Councillors to note that the Clerk has contacted Stone Edge to provide an updated cost, if required for the pointing of the flags to the base of the War Memorial.
- b) Councillors to note that the preplanning request for an 8m flag pole to the rear of the War Memorial has been submitted.

- 16. Trawden in Bloom (4 minutes)**
a) Councillors note the budget situation as: budget £2500 +£1140 sponsorship– spent £185.95= £3454.05.
b) Councillors to note that it has been decided by the volunteers that TiB would devote one of the two raised beds to raising plants for cut flowers. It was predicted that bunches of flowers could be made available to residents who were in need of comfort of cheering up or had made some special achievement. Besides growing plants for around the Parish and growing vegetables to raise funds, this is a new venture for Trawden in Bloom.
- 17. Policy Review (8 minutes)**
Councillors to review and agree, or otherwise the re-adoption of the policies for Financial Regulations, Risk Management Policy Statement, Risk Management Register, Health and Safety and the IT Policy.
- 18. Woodland off Skipton Road (6 minutes)**
With reference to this parcel of land, Lancashire County Council have confirmed that if the Parish Council would like to take this, it would at a cost of £1 and would be on a 125yr lease plus £1500 legal and surveyor costs. The Parish Council to decide whether to pursue transfer of this site. Councillors to note the LCC policy on this, attached.
- 19. Recreation Ground (8 minutes)**
a) Councillors to note the attached minutes from the meeting held with Recreation Ground users regarding the Pride in Place funding available for upgrading the showers, hot water system and toilets. Councillors to decide how to move forward with this project.
b) Councillors to note the attached email from Pendle Borough Council with reference to the water pipe and the Clerks response. Councillors to decide how to or whether to resolve the issue before final transfer agreement.
- 20. Bowling Club (3 minutes)**
The Clerk has received an update from Pendle Borough Council regarding the Bowling Club's request for transfer of the site to the Parish Council. Councillors to note the attached documents and raise any queries for Pendle Borough Council. Decision to be made by The Executive Meeting which is being held on 28th May 2026.
- 21. Calderdale Energy Park (4 minutes)**
Update to be given from Cllr's Foulkes and Wiggins who attended the recent initial meeting for the proposed energy park at Widdop.
- 22. Annual Parish Meeting (3 minutes)**
Councillors to decide whether the Chair should call an Annual Parish Meeting and if so, who should be invited. A sample of the last agenda is attached. The meeting would need to be held before 1st June 2026.
- 23. Parish Council Chains and Spade (5 minutes)**
With the dissolution of Pendle Borough Council in the coming years, Councillors to decide whether the Chains and Spade should be stored locally. If so, where could it be stored?
- 24. Grant Application (3 minutes)**
Councillors to consider the attached grant application for the Men's Shed and decide if this should be approved.
- 25. Councillors to note/comment on the following items:**
a) Councillors to note the finger post at the bottom of the Cotton Tree Tram Tracks was knocked over. Leo Brightley has reinstalled at a cost of £70.
b) Trawden Garden Festival ask the Parish Council whether they would like to sponsor a scarecrow for the festival again at a cost of £30.
- 26. Correspondence**
a) The Clerk has forwarded an email inviting Councillors to a special Church service on Sunday 17th May at 9.30am. Councillors to advise the Clerk if they are attending so she can advise the Rev Canon Andy Froud.

- b) Councillors to note the attached details of the repairs carried out by the Footpaths Team at Pendle Borough Council with whom we opt into the enhanced service with them.

27. Ongoing

- a) **Speed limit on Keighley Road/Rock Lane** – The Clerk has chased Lancashire County Council for an update on this suggestion.
- b) **The Green at Well Head** – The Clerk awaits the return of the original, completed document in order to update and submit for registration of the land. Councillors to decide if this needs to be moved on by trying to register the parcel.

28. Finance

- a) The annual Parish Council insurance is due at a cost of £1849.87 which is £85.54 increase from last year. Councillors to consider whether this should be renewed or whether the Clerk should look for other quotes.
- b) Councillors to note that many payments have been received for the invoices sent out for allotment tenants, garage tenants and sponsorship. Outstanding payments are being chased.
- c) Councillors to note the Year End budget position, by cost code, as attached.
- d) Councillors to note that the first precept payment of £70,000 has been received.
- e) To approve, or otherwise the following payments:

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| Andrew Crawshaw, Lengthsman Hours | £540 |
| Andrew Crawshaw – Grass Cutting Contract - April | £350 |
| Andrew Crawshaw – Reimbursement to A Crawshaw for weedkiller (+VAT) | £161.00 |
| Clerk Expenses – March | £19.50 |
| Clerk's Additional hours | 16.75 hours |
| Reimbursement to Clerk for Wi-Fi and electricity usage - monthly | £10 |
| CWS Groundworks – installation of signs at Ball Grove | £94 |
| Innovatech - quarterly service charge (+ VAT) | £82.50 |
| National and Lancashire Association of Local Councils Membership | £511.46 |
| <u>Items paid under delegated powers</u> | |
| Bank Charges | £13.10 |
| Website and email package (+ VAT) | £23 |
| British Gas – Gas charges for Ball Grove (+ VAT) | £ |
| British Gas – Electricity charges for Ball Grove (+ VAT) | £ |
| EE (+ VAT) | £19.60 |
| Community Centre Trust – Electricity for March (+ VAT) | £24.41 |
| Reimbursement to JB Hodgson for stone for repair at Ball Grove (+VAT) | £30.25 |
| Leo Brightley – Paining bollards as requested from Grot Spot | £56 |
| HMRC P30 | £2917.45 |
| Paul Lomax – Planning consultation fee as approved (+ VAT) | £2464 |
| Leo Brightley – reinstatement of finger post | £70 |
| Reimbursement to clerk for additional keys for padlock at Ball Grove Toilet | £36 |

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 the attached offer letter and terms and conditions of the Pride in Place Funding and advise whether the Clerk can sign and return this document.
- b) Café lease – Councillor Spencer to advise the outcome of the conversation with the café tenant regarding the outstanding lease issues.
- 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.
- d) Councillors to review the period of the Vexatious Complainants Policy currently in force and decide how to proceed.

Next meeting Monday 1st June 2026, commencing at 7.00pm.