



## **Minutes of the Meeting held on Monday 1<sup>st</sup> September 2025**

### **Present**

Clerk Adele Waddington  
Councillor Eleanor Jolley  
Councillor Philippa Osborne

Chair Ann Holmes  
Councillor Barry Hodgson  
Councillor Jonathan Wiggins

Councillor Adrian Foulkes  
Councillor David Barritt

**Also in attendance:** Borough Councillor Sarah Cockburn-Price, Newhey Interiors

**Apologies accepted from:** Councillor Andrea Beswick, Councillor Lester Spencer, Cllr McCollum,

**Minutes** - It was resolved that the Parish Council Minutes of the Meeting held on the 4<sup>th</sup> August 2025 be signed by the Chairman as a true and accurate record.

**Declaration of Interest** – None

### **County Councillors Report**

Cllr McCollum couldn't attend the meeting but sent an update to the Clerk before the meeting.

- A site visit has been requested with a member of the team at the depot in Burnley to update on the outstanding issues of the Gladstone Terrace Trough and sinking of Cotton Tree Lane.
- Wycoller - the Cabinet Member has been away but instead of an on-site meeting, Cllr McCollum will request a meeting at County Hall with whoever is wanting to attend. This should highlight the outstanding issues and length of time these have been outstanding. It is hoped that this meeting can provide some valuable information. He has also been trying to contact the Countryside Service Manager to acquire updates. Cllr McCollum is still wanting to explore the option of transfer of assets in the future.
- Cllr McCollum has been working throughout August with the National Residents Association as well as the Calderdale Residents Association regarding the Calderdale wind farm. A mass leaflet drops over is planned in the hope it will educate residents as well as drum up support in the fight against this application.
- Cllr McCollum thanked those who attended their stand at Trawden Show; they thoroughly enjoyed it they hope to attend next year.
- No information on the 20mph project.
- The Clerk has highlighted another issue; the area at the top of Colne Road where the water pipe was replaced a number of years ago and Cllr McCollum also needs to be aware of the ongoing issues with water on Burnley Road where it doesn't make it into the grids.

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

- Cllr S Cockburn-Price reported that the suspected cannabis farm has been found to be untrue.
- Cllr S Cockburn-Price is continuing working with Lancashire County Council, Colne Youth Action Group and Trawden Man Shed to install a composting toilet in the wood at Wycoller.

### **Community Centre Trustees update**

Councillors noted the report sent by the Chair of Trustees which included that the Charity has been involved in the Keeping East Lancashire in the Picture project with Lancashire Records Office, with some of Jack Greenwood and Gillian Greenwood's collections local photographs that are housed in Trawden Library being digitised. Some trustees will be attending the launch event on Saturday 23rd August.

Jonathan Hinder MP attended the Friendship Group on Thursday 14th August. He talked to the group about being a new MP and took part in a lively Q&A, with a focus on the NHS, the reinstatement of the rail line to Skipton and the Government's record since taking office. He also had a tour of the community centre, library and shop.

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**Residents Issues** – No residents attended the meeting.

### **Ball Grove**

- Cllr Jolley has the information regarding the survey of signage at Ball Grove where it needs changing from Pendle Borough Council to Trawden Forest Parish Council. Cllr Jolley and the Clerk will meet to determine what signs need to be printed or covered.
- Councillors resolved to start using the hard standing area to the side of Riverside Cottage for storage, with immediate effect.
- It was resolved that the draft licence be approved and signed by the Clerk, as Proper Officer of the Council and Chair Holmes.
- Newhey Interiors attended the meeting with some design ideas for the whole space of the unused part of the building. It was resolved that the Parish Council would use Pendle Borough Council's Building Inspectors for this project and that the Clerk would apply for pre-planning advice. A contract would need to be written for the successful tender winner regarding payment instalments during the build. It was resolved that the first physical consultation would take place on 2<sup>nd</sup> October 10am – 4pm. Councillors to cover separate times on this day; a further consultation needs to be held at a weekend. A leaflet drop questionnaire will be created and delivered from Keighley Road to the whole of Laneshaw Bridge. It was suggested that some Councillors attend one of the Laneshaw Bridge Parish Council meetings to see if they would support the project and use the building. The Clerk to ask the café tenant if she would be willing to display the plans and have some questionnaires in the café.
- Councillors noted that the Clerk has ordered the disabled parking badges for the posts which are to be installed at the parking area.
- Councillors noted that Cllr Spencer has removed the Winewall Road car park barrier in order to repair it.
- Councillors noted that the new bin, outside of the building, has been replaced.
- It was resolved that the Parish Council will apply for the Green Flag 2026.
- It was resolved that the Clerk would confirm to the Fishing Club that a roller shutter door can be installed on the internal door of their storage area.
- It was resolved that the Clerk would request the advice of Lancashire Fire Service regarding throw lines at the lake and go ahead and get these installed, on their recommendation.
- It was resolved that a report would be presented, at the October meeting, regarding options for re-opening a toilet on site.
- It was resolved that the new site plan, to be included in the café lease showing that the tenant can use the external area for picnic benches be approved.

### **War Memorial**

- As Councillor Spencer could not attend the meeting, the discussion regarding installation of a flagpole at the site will be moved to October.
- It was resolved that the Clerk would instruct Stone Edge Restoration to carry out pointing works to the paving slabs around the bottom of the War Memorial.

**Anti-social Behaviour Fact Sheet** - Cllr Beswick submitted the draft of this leaflet and the Clerk to amend with fewer words to be resubmitted at the October meeting.

**Clerks Annual Appraisal** – It was resolved that this would take place as soon as possible and a date will be agreed with the HR Committee.

### **Christmas Lights Switch on**

- It was resolved that this would hopefully take place on 3<sup>rd</sup> or 4<sup>th</sup> December. The clerk to check when the Community Centre can accommodate this event.

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- It was resolved that, as school wanted to be more involved, the route should be from school, along the footpath to Back Lane, down Old Chelsea and to the Community Centre. The Clerk to put road safety measures in place for Church Street. This will solve the problem of the chaos on the road, at Lanehouse last year.
- It was resolved that LED lights would not be required.  
It was resolved that there would not be opportunity for a tractor to travel in front of the procession, due to the new route.
- It was resolved that School would serve the refreshments, but due to Health and Safety, children would not be permitted in the kitchen. The Parish Council also serves mulled wine at this event and it would not be permitted for children to serve this. The Clerk to discuss with the contact at school.

**Repairs to the road to the rear of Cotton Tree Lane** – It was resolved that these works be carried out and Cllr Hodgson will complete them.

**The Green at Well Head** – It was resolved that the registering of this land be pursued once again and if admin assistance is required, the Clerk has permission to employ the regular person. Cllr Hodgson will retrieve the original documents.

### **Planning Applications**

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.

It was resolved that the comments submitted would be: Councillors are pleased to see this vastly improved application using correct materials for the conservation area. Councillors have no objections to the proposals within this application.

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. Cllr Hodgson left the room whilst this application was discussed as he had a pecuniary interest.

Cllr Hodgson left the meeting whilst discussion took place. It was resolved that the comments submitted would be: Councillors are happy with the proposals within this application.

**Correspondence** – None

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

- **Land at Trawden Road** - 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 16<sup>th</sup> August and that the Clerk has received details of issues located and has followed these up. It was resolved that the next Grot Spot Walk would take place on October 18<sup>th</sup> October 10am. The Clerk to decide on the route which will be included in the October agenda.
- **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 29<sup>th</sup> 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.

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**Finance**

- Councillors noted 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 1<sup>st</sup> April 2025.
- It was resolved that the following payments be made:

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

**Meeting closed 9.00pm**

Next meeting Monday 6<sup>th</sup> October 2025 - commencing at 7.00pm at Trawden Forest Community Centre, Church Street.

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