



Minutes of the Meeting held on Monday 7th September 2026

Present

Chair Ann Holmes

Clerk Adele Smith

Councillor Lester Spencer

Councillor Jonathan Wiggins

Councillor Mark Watts

Councillor Eleanor Jolley

Also in attendance: Cllr S Cockburn-Price, three residents

Apologies accepted from: Councillor Andrea Beswick, Councillor Barry Hodgson, Councillor Adrian Foulkes, Cllr Judy Yacoub, Councillor Philippa Osborne

Minutes - It was resolved that Parish Council minutes from the meeting held on 3rd August be signed by the Chairman as a true and accurate record.

Declaration of Interest –None – Cllr Wiggins has provided his completed dispensation form regarding the position of Admin Assistant. This has been reviewed and the dispensation has been granted. Cllr Watts provided a paper copy regarding the Neighbourhood Plan, at the meeting. This will be reviewed and the decision will be communicated with him.

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

5. County Councillors Report – Neither CCllr Whipp nor CCllr McCollum attended the meeting. Councillors expressed their disappointment that neither County Councillor attended the meeting, again. No communication at all from CCllr Whipp. Cllr Holmes has suggested a rota of County Councillor attendance at meetings, direct with CCllr McCollum.

- a) Councillors noted that the Clerk has chased and received an update from Lancashire County Council Highways regarding the waiting restrictions at Church Street and the double yellow lines at Lanehouse/Hollin Hall. The order has been raised and passed to the Operations Team for implementation. The post and sign have been erected at the Church corner, already. Any updates will be passed on, if and when received.
- b) Councillors noted that Pendle Borough Council Engineers have been asked to conduct a speed survey for the proposed 20mph zone. No further information regarding the proposal for extension of the 30mph on Rock Lane/Keighley Road.
- c) Councillors noted that the Clerk still awaits a meeting date from CCllr McCollum regarding the survey of works that have been carried on the bus terminus footpath by Lancashire County Council whilst installing the cable for the new pole.
- d) Cllr S Cockburn-Price updated Councillors on the situation on Cotton Tree Lane as she has been in contact with both the County Council and United Utilities. United Utilities have stated that they will work on their collapsed sewer and the road will only be half closed, if possible so that the village will not be cut off. Cadent Gas are also starting works on Cotton Tree Lane, Winewall Road and Trawden Road.

Borough Councillors Update/ Colne and District Committee

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

Cllr S Cockburn-Price reported that the Local Government Reorganisation has been paused by Westminster; the bushes and trees on the old Tram Track at Cotton Tree have been cut back; the unauthorised erection of a single storey structure on green belt Land at Land To The Rear Of 19 Hawley Street, Winewall has been dismissed so this structure must be removed; the planning and infrastructure bill was passed in July and it removed the need for any consultation for planning applications to hold any weight. All those who responded to the Calderdale Energy Park may not have their comments considered, although a resident of Yorkshire has written a response for Colne Town Council and Laneshaw Bridge Parish Council stating legislation came in after consultation period finished and that the planning inspectorate cannot ignore these questions and responses. There has to be a response and full details on aggregate and transport modelling for this proposal. A press release will be published soon for both of these Council's; there is a meeting on 24th September at Nelson Town Hall where the reintroduction of District

Enforcement will be considered. If anyone feels this is an important service to cut down on littering and dog fouling, please attend the meeting; Cllr S Cockburn-Price has been doing a lot of casework around the Parish over recent weeks and reported many issues that are now being dealt with.

7. Community Centre Trustees update

Councillors thanked the Trustees for their continued work and their report included:

- Post box outside Community shop update – Royal Mail have stated that this Post Box has been selected for an upgrade and conversion into a Digital Drop Box, it will re-open as such in due course. There is no indication of when this will happen.
- The Post Office have been approached regarding the recent sudden loss of the service that was operating out of the library each Monday. Unfortunately, they are not considering replacing the outreach under any circumstances. The only options available would be - a PO Local in the village or a Drop and Collect service. The Trustees have concluded neither are suitable for us unfortunately.
- Members have been working hard to improve the Library. This has included the introduction of a self service computerised system, books now arranged in genres, procurement of new books many of which have been suggested by our members. There has also been successful talks by local authors, the next one will occur on 17th September and the first of our "story time" sessions for local primary school aged children was held in August.

8. Residents Issues – Three residents attended the meeting but raised no issues.

9. Neighbourhood Plan

- a) Councillors noted that the next meeting will take place on 16th September.
- b) Councillors noted that the Clerk has contacted everyone who left their details at the Garden Festival to see how they would like to be involved in the Neighbourhood Plan. They have been added to the relevant distribution lists.
- c) Councillors approved the proposed method and cost from Growth Lancashire for revising the Conservation Area report at £8300 + VAT cost is acceptable. The Clerk reminds Councillors that Colne and District Committee have agreed to fund £5000 of a review. The balance of this project will be allocated from the Neighbourhood Plan funds.

10. Planning Applications

APPLICATION: 26/0492/FUL PROPOSAL: Full: Erection of a stable block with tack room and a midden. AT: Little Thorn Edge Farm Wycoller Road Trawden – It was resolved that the response be: Councillors have no issues for the proposals within this application.

Councillors ratified the responses to the planning applications below

APPLICATION: 26/0487/LBC PROPOSAL: Listed Building Consent: Alterations to existing door opening to create a new window. AT: Thistleholme Wycoller Road Trawden Response submitted on 19th August 2026 With reference to planning application 26/0487/LBC, Councillors have no objections to the proposals within this application and feel that the proposed window would be far preferable to the existing doors.

APPLICATION: 26/0528/HHO PROPOSAL: Full: Demolition and replacement of a detached domestic garage. AT: Alderhurst Head Farm Cottage Hollin Hall Trawden 26/0528/HHO Response submitted on 24th August 2026 Councillors have no objection to the proposals within this application but would like to ensure protection of the existing trees. Councillors would like to ensure that there is no possibility for conversion to a dwelling at a later date. It was resolved that an additional comment be submitted: In addition to the comments already submitted, Councillors would like to see an alternative pedestrian door installed on the building. The proposed glazed door is more akin to a residential property rather than a domestic garage.

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 submitted to the Planning Department for approval.
- b) Councillors noted that the bat surveys for Ball Grove are complete and there are no bats in the building.
- 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) Councillors noted that only one tender was received for the refurbishment of the external toilet which was opened by the Clerk and Cllr Jolley on 20th August 2026 in line with the Financial Regulations. Due to the cost being commercially sensitive, this was discussed in Part 2 of the meeting.

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- e) Councillors noted that the approved cycling signs have been delivered to Cllr Osborne.
- 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 and he has contacted another two contractors for quotes.
- g) Councillors noted that Friends of Ball Grove identified a bench for the concrete area along the track. The Clerk has placed the order for delivery to Pendle Borough Council who will then install it. Friends of Ball Grove have been charged and have paid for 50% of the total cost.
- h) Councillors noted that the Clerk has confirmed to the café tenant that she will need to arrange the annual Fire Risk Assessment, going forward.
- i) Councillors noted that the café tenant has given details of the Thursday evening motorbike event. This is starting to wind down due to the darker evenings. Councillors have asked for clarification of the dates (ie 1st March to 30th September). Councillors also would like clarification of the gate locking agreement after the event.
- j) Councillors noted that the safety surfacing repair has taken place but unfortunately the incorrect area has been completed. The correct area was completed on 1st September.
- k) Councillors noted the attached minutes from the last Friends of Ball Grove meeting. There is a clash of meetings for October due to a change in Parish Council meeting date.
- l) Councillors noted that the litter bin on the entrance to the Park at Winewall has been stolen. The cost to replace is £425 + VAT. It was resolved that this bin not be replaced due to the close proximity of the next bin on Ball Grove.
- m) Councillors noted that the entrance track to Ball Grove needs the potholes filling as they are quite deep. It was resolved that the holes be filled with crushed stone and cement so that they will last longer than the temporary tarmac repairs that have been carried out over the past two years.
- n) Councillors noted the query raised by the café tenant stating that there is no signage on the Keighley Road car park for the café. It was resolved that the Council will support the café tenant in displaying signage on this car park.
- o) Councillors noted the suggestion from the Admin Assistant as to whether a dog poo bag dispenser could be installed near to the picnic area. Due to the small amount of fouling on the Park, it was resolved that this would not be installed.
- p) Councillors noted that the toilet for renovation has been stripped out by members of Elisha House. The Clerk has sent a thank you note to them and they confirmed that they had a positive experience and enjoyed the work that they did for the Council.

12. Recreation Ground

- a) Councillors noted that the Clerk has received a response from the Solicitor regarding the water pipe issue which does not align to the correspondence with Property Services. The Clerk has raised the query with Property Services who are investigating. The proposal was that a water meter is fitted inside of the Pavilion.
- b) Councillors noted that the Clerk has forwarded the review of issues on the Recreation Ground created by Cllr Foulkes and has requested how to move forward with these before transfer.

13. External use of Parish Council Land

It was resolved that the Parish Council should use a version of the booking forms received from Pendle Borough Council once the transfer is completed and that these are used for all bookings for Ball Grove. Cllr Jolley will review and make any suggested amendments.

14. Trawden in Bloom

Councillors noted the budget situation as: budget £2500 +£1990 sponsorship– spent £1806.79= £2683.21

15. Remembrance Day Signage

It was resolved that signs are created to advise residents that the road will be closed for the Remembrance Day Parade and that some litter signs that were over-supplied be reused. Councillors resolved to purchase over stickers with the Parish Council logo and appropriate wording for £35 + Vat each (2 required) plus £25 artwork costs.

16. Policies

It was resolved that the policies on Lone Working, Safeguarding and Expenses be adopted. Councillors asked for an insertion of where to find the details of the Safeguarding Officer. This will be added before publication.

17. Asset Management System

The accounting system package, Scribe, offers an online asset management programme called Civic.ly. The Clerk asks Councillors to consider buying into this system in order to manage its assets more easily. Councillors felt that this was a good idea in principle, and asked the Clerk to see if what alternatives are available and do a comparison.

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

Bus Shelters – Councillors noted that the new bus shelter at the Community Centre has been installed and the posts for erecting the notice board have been received. Councillors Hodgson and Spencer will install these.

Footpath leading from Back Lane to Back Colne Road – Councillors noted that the Clerk has asked Lancashire County Council to consider the request to register the footpath from Back Lane to Back Colne Road and onto Colne Road. Completed evidence forms have been requested by residents and the Clerk will collate these for submission.

Parish Council Owned Benches – Councillors noted that the Clerk has asked Leo Brightley to undertake the repainting exercise and to change all re-painting of the wood to Parish Council green.

Trawden Community Wildlife Group – Councillors noted that the group have registered with the Charity Commission.

Pendle Local Plan – It was resolved that the Parish Council would respond to the current Scoping Report Consultation - Pendle Local Plan 5th Edition 2025-2045.

Aisled Barn, Wycoller – Councillors noted that the repairs work to the Aisled Barn in Wycoller have started.

19. Correspondence

- Email received regarding Local Government Reorganisation – Elections. Forwarded to all Councillors 19th August 2026.
- Email received regarding Lancashire County Council's Children's Services rated Outstanding and Good by Ofsted – forwarded to all Councillors 25th August 2026.
- Councillors noted that an email complaint has been received, via Pendle Borough Council regarding someone being locked in the Keighley Road car park when it was closed early. The Clerk has replied to the email giving apologies.
- Councillors noted that an email complaint has been received from a resident regarding the foliage growth around the perimeter of Lanehouse Lane playground. The Clerk has responded advising why the grass is not cut right up to the perimeter of the area with the copy of the excerpt from the approved Biodiversity Policy. Councillors reviewed the Risk Assessment for this site and are happy with the way the area is being managed alongside the Biodiversity Policy.

20. Ongoing

Woodland off Skipton Road - 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. Waiting transfer document.

Land Registration – The Clerk and Admin Assistant have started filling in the forms required for the first registration of the land for the Green at Well Head and the area at Harambee Surgery. It was resolved that these will be sent to a solicitor for verification and submission.

Remembrance Day – Councillors noted that the documents submitted for the road closure for Remembrance Day have been sent to partners for approval by Pendle Borough Council.

21. Finance.

- a) Councillors noted that the completed external audit has been received and approved with one minor error where an incorrect box has been ticked. This is a mistake that has been made by many Town and Parish Councils. The Notice of Conclusion of Audit has been published, and copies of the Annual Governance and Accountability Return (AGAR) are available at a cost of £1 until 24th August 2026. Relevant documents posted to the website. Councillors thanked the Clerk for a successful year end once again.
- b) Councillors to note that all websites must meet the new Web Content Accessibility 2.2 requirements, which, with the approval of the AGAR confirms that the Council's website is compliant.
- c) To approve, or otherwise the following payments:

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Andrew Crawshaw, Lengthsman Hours	£540
Andrew Crawshaw – Grass Cutting Contract	£350
Clerk Expenses – August	£13.05
Reimbursement to Clerk for Wi-Fi and electricity usage - monthly	£10
<u>Items paid under delegated powers</u>	
Bank Charges	£13.40
Website and email package (inc VAT)	£15.60
British Gas Electricity for Ball Grove + VAT	£332.86
British Gas - Gas for Ball Grove + VAT	£53.31
PKF Littlejohn – External Audit + VAT	£420
Broxap Ltd – New bench for Ball Grove + VAT	£1057
Trawden Forest Community Centre – Electricity usage for office June (+ VAT)	£6.17
Trawden Forest Community Centre – Electricity usage for office July (+ VAT)	£2.74
Pennine Ecological – Bat Survey for Ball Grove Hall (+ VAT)	£1980
Mercer Print – Pedestrians have priority stickers for Ball Grove (+ VAT)	£100
Pendle Borough Council – Cost associated with uncontested election in May 2027	£548.69
Reimbursement to Cllr Wiggins for purchase of inspection camera	£37.99
Swimming Reimbursement – M Lambert	£4.25
Swimming Reimbursement – S Thompson	£8.50
Mercer Print – New Planter Sponsorship Labels (+ VAT)	£240

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) Café lease – Councillor Jolley has drafted 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 Café lease has been requested.
- b) Ball Grove Toilet Refurbishment – It was resolved that the tender for the renovation of the toilet at Ball Grove been approved at a maximum cost of £22, 853. Further Pride in Place funding has been requested, if available. The Clerk and Cllr Jolley to meet with the contractor to see if any cost savings can be achieved.
- c) Garage Sites – It was resolved that there would be an increase in rent from 1st April 2027 and slight changes to the tenancy agreement. The Clerk to write to tenants with this information urgently.
- d) Freedom of Information requests – Councillors noted the updated position of Freedom of Information Requests and approves the latest request.
- e) Extension of Admin Assistant post – Councillors approved the extension of the Admin Assistant post for a further three months. Next review due 31st December 2026.
- f) NJC pay claim – Councillors noted that the Local Government Association (LGA), acting on behalf of the National Joint Council (NJC) for Local Government Services, has announced that agreement has been reached on the 2026 pay award for local government employees. The settlement provides for a 3.3% increase in pay rates and allowances with effect from 1 April 2026. Once the new value of each pay scale has been provided, this must be backdated to 1st April 2026 for all those on the NJC contract.

Cllr Wiggins left the meeting at 9.40pm – meeting closed 9.45pm

Next meeting Monday 12th October 2026 - commencing at 7pm at Trawden Forest Community Centre, Church Street, Trawden.