



Members of the Council are summoned to the Parish Council meeting to be held on Monday 15th January 2024, at 7pm, at Trawden Forest Community Centre

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. **To approve Apologies** – Cllr MacDonald, Cllr Pate
2. **To consider and approve the Minutes** of the Parish Council meeting held on 4th December 2023 (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. **County Councillors Report - for information only** **(5 minutes)**
 - The meeting regarding proposed double yellow lines at Hollin Hall and taken place. Lancashire County Council to put together the proposals.
 - Councillors to note the attached response to all issues raised with Lancashire County Council.
5. **Borough Councillors Update - for information only** **(5 minutes)**
 - Cllr S Cockburn-Price to update the Parish Council on the current matters.
6. **Community Centre Trustees Update** **(2 minutes)**
7. **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.

8. **Trawden in Bloom.** **(2 minutes)**
 - Budget £2500 + income £1595 - spent YTD £2637 = Balance £1458
9. **Clerks update** **(6 minutes)**
 - The Clerk has accrued 10.5hrs in additional working hours and £19.80 in expenses. A lot of the additional hours have been to upload information onto the new website before its launch on 12th December. Councillors to consider paying the Clerk for these.
 - Councillors to note the report (to follow), from Cllr Holmes, regarding the Clerks annual appraisal. These recommendations have been approved by the HR Committee and Cllr Holmes asks Councillors to formally approve the recommendations.

- The Parish Council office hasn't had a Fire Risk Assessment completed. Councillors to decide whether this needs to be carried out, and if so, who should undertake this work.

10. Lanehouse Lane Playground (5 minutes)

- Councillors to note that the Clerk has been in contact with LPE and confirmed they are the chosen supplier. A deposit for works has been paid. It is expected that works commence at the end of February.
- Councillors to consider the attached document regarding the addition of a rotator on the site, and decide which is the best option to be included, if any, as requested at the last meeting.

11. Ball Grove (10 minutes)

- Councillors to note that the Green Flag application is to be submitted in January. Mel Henley to submit once it has been approved by the Clerk.
- Councillors to consider the approval of a member of Friends of Ball Grove to attend meetings regarding the Park.
- The Clerk has been in contact with Electricity North West who advise that it is not possible to split the supply to the building so each part has a meter; it will require a new connection. Councillors to consider the attached information and decide which route to take.
- The Clerk is in liaison with Waterplus for change of billing information and British Gas for connections.
- The on-site meeting to look at the building is to take place on 13th January at 10am. The Clerk to draw up the suggestions for the next meeting.
- The new defibrillator has been received and requires installation on the building.
- The supplier of the defibrillator has offered, for a donation to charity, some CPR training. Councillors to decide if and when this should be offered, and whether it should be offered out to the wider community.
- The Clerk attaches a Volunteer Policy for Friends of Ball Grove and asks that Councillors approve its adoption.
- The Clerk asks Councillors to approve purchase of 15 hi-vis vests for the Friends of Ball Grove group to wear when they are working on the park. Cost approx. £60.
- Councillors to review and approve the attached correspondence from Pendle Borough Council's Parks Dept. regarding play area equipment repairs.
- The Clerk has arranged for new signs for the playground with our contact details and emergency out of hours contact numbers.
- Each month and after a storm, a review needs to be carried out around the Park to check there are no maintenance issues that need dealing with. Councillors to decide who should carry out this task.
- Councillors to consider the attached information from Pendle Borough Council regarding a Community Orchard and decide whether this is something that should be pursued.

12. Christmas Lights Switch-on Event (3 minutes)

- The event was very successful. Councillors to consider approving the attached completed evaluation form for the Christmas Lights Switch on and make any new suggestions for 2024.

13. Trawden Road Bus Shelter (2 minutes)

The Clerk has started to put together a report for the repair or replacement bus shelter options as attached. Councillors to consider whether the current bus shelter should be repaired, or replaced before Cllr Osborne does anymore work on this.

- 14. Bus Shelter Annual Review (5 minutes)**
Councillors to consider the attached, completed review of all bus shelters and consider approving works suggested.
- 15. Request for a new dog fouling bin (3 minutes)**
Councillors to review the attached map of bins on the route from Hopkinson Street to Dean Street and decide whether another dog fouling bin is needed.
- 16. Litter Campaign (2 minutes)**
The submissions for this campaign have not yet been received from Trawden School.
- 17. Grot Spot Walk (2 minutes)**
- Councillors to note that the bench at Bannister Close has been installed.
 - The Clerk is still investigating the suggestion of repair to the railings at the steps up to and in front of Sydney Terrace. The home owners are responsible for the terrace and therefore the railings, but not the steps. The Clerk is waiting to hear back from Harambee Surgery.
 - The date for the next Grot Spot walk has been agreed for 10th February at 1pm.
- 18. HR Committee (4 minutes)**
Cllr Beswick doesn't feel she has the time, at the moment, to commit to continuation on the HR Committee. Councillors to decide who will be the replacement.
- 19. Tram Tracks (5 minutes)**
Upon further investigation, the Parish Council does not own this part of the Tram Track. Our responsibilities end where the raised planter is. Councillors to consider any further action on this.
- 20. Land at Trawden Road (8 minutes)**
Councillors to consider Cllr Watts suggestion that the land at Trawden Road, near to the bus shelter could be considered for additional parking.
- 21. Budget (10 minutes)**
- Councillors to note the current third quarter 2023/4 budget position as attached.
 - Chairman Hodgson and the Clerk present the budget proposals attached, as given at the November meeting but updated with current year's figures. Councillors to make any final amendments and agree the final figures under Local Government Act 1972 s150, the budget for 2024/5 and, in accordance with Local Government Finance Act 1992 s49, that the suggested precept amount be requested.
- 22. Planning Applications:** (link to view applications [Simple Search \(pendle.gov.uk\)](https://pendle.gov.uk))
- **APPLICATION: 23/0848/HHO PROPOSAL:** Full: Erection of a detached garage with carport, replacement of existing conservatory, new gates to entrance and alterations to dwelling. AT: Middle Beardshaw Head Burnley Road Trawden.
 - **APPLICATION: 23/0849/LBC PROPOSAL:** Listed Building Consent: Erection of a detached garage with carport, replacement conservatory, new gates to entrance and alterations to dwelling. AT: Middle Beardshaw Head Burnley Road Trawden.
 - Councillors to note that the refused planning application at 32 Colne Road, that was appealed, has been allowed.
- 23. Correspondence**
- Councillors to consider the correspondence regarding vans and parking at Back Lane.
 - Councillors to note that the consultation regarding increasing the age of Gisburn Road Primary School, Barnoldswick has been concluded that the age range will change to 4-11yrs.

24. Finance

To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£19.80
Clerk's additional hours	10.5 hrs
Installation of Bench at Bannister Close	£90
Amazon – Christmas Tree for office	£25.95
Zurich Insurance – Inclusion of Ball Grove Play Area Equipment (+ VAT)	£135.58
Admin assistance for completion of new website	£55

Next meeting Monday 5th February 2024, commencing at 7.00pm.