



**Members of the Council are summoned to the Parish Council meeting  
to be held on Monday 13<sup>th</sup> April 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 2<sup>nd</sup> and the Extra Ordinary Meeting held on 16<sup>th</sup> March 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.
- b) The Clerk has chased for an update regarding the proposed 20mph zone.
- c) A meeting has been held between Councillors and Lancashire County Council to discuss their request for transfer of land at the front of Gladstone Terrace, Bankfield Street and the rear of Lift Tech and potentially the offer of Wycoller, as proposed by Cllr McCollum. Councillors to note the attached notes from the meeting and ratify or otherwise, the decisions on these items.

**6. Borough Councillors Update (5 minutes)**

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

- a) Cllr S Cockburn-Price has chased Pendle Borough Council for rectification of the water supply issues at Trawden Recreation Ground. The Clerk will update Councillors if this is received before the meeting.

**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 (5 minutes)**

- a) The steering committee met on 18<sup>th</sup> March. See attached minutes. Councillors to make decisions on highlighted items raised in these minutes. Character Area Maps attached.

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

Councillors to ratify the comments made by the Planning Committee for:

26/0124/HHO PROPOSAL: Full: Alterations to an existing ground floor window opening to create a new door opening in the Southwest Elevation with a stone step. AT: 40 Floats Mill Trawden Lancashire. Comments submitted: Councillors have no objection to the change of the window back to a door with a stone step,

providing that the design of the door and the materials used are consistent with Floats Mill and the location in the Trawden Conservation Area.

Councillors to decide how to respond to the following applications:

26/0175/VAR PROPOSAL: Variation of Condition: Vary Condition 2 (Plans) of Planning permission 25/0731/HHO AT: 3 Millbrook Court Colne Lancashire.

26/0189/FUL PROPOSAL: Full: Demolition of existing shed, erection of a motorcycle store, 1 no. parking space and relocation of garden area. AT: 53 Lane House Lane Trawden Lancashire.

26/0167/FUL PROPOSAL: Full: Demolition of existing storage building and the erection of a replacement building. AT: Seg Hole Farm Hollin Hall Trawden.

26/0218/HHO PROPOSAL: Full: Erection of a two storey rear extension. AT: Stone House Dean Street Trawden.

Councillors to note that the appeal lodged regarding the retention of a garage to the rear Land to the rear of 19 Hawley Street, Winewall BB8 8BY has been dismissed by the Planning Inspectorate.

## **11. Ball Grove**

**(15 minutes)**

- a) Councillors to approve the up to £2000 spend required for an external body to prepare and submit, for the planning application, the supporting statement, submission and management of the application, with the inclusion of a Biodiversity Net Gain statement, if required.
- b) Councillors to note that the revised design of the water safety boards has been submitted and approved to Lancs Fire and Rescue. Quotes attached. Councillors to decide which supplier will produce these.
- c) The Clerk and Cllr Jolley have met to discuss the re-opening of a toilet project now that the £8000 Pride in Place funding has been approved. Councillors to note and approve, or otherwise the attached report stating the estimate for fixtures and fittings. Councillors to decide how to move forward with the project and are reminded that £15000 has also been allocated in the 2026/7 budget.
- d) Councillors to note that a representative from Lancashire Environmental Funding visited the site on 24<sup>th</sup> March 2026. Councillors to consider the suggestion of phasing these works for funding purposes.
- e) Councillors to see attached costings for signs requested regarding cycling at Ball Grove and decide which ones to proceed with.
- 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) Following the Friends of Ball Grove meeting, Councillors to note that the group will remove the top section of the steps leading the Keighley Road car park in the corner and plant some bushes in conjunction with Pendle's Parks Dept.
- h) Councillors to note that the Clerk has forwarded the dates for all Parish Council meetings to Friends of Ball Grove so that there is no clash.
- i) Pendle Borough Council have been out to look at the bollard at Ball Grove and have made two suggestions, as per the attached. Councillors to review the document and decide whether any action will be taken.
- j) Councillors to note that the Clerk has applied for National Lottery funding for the building renovation project.
- k) Councillors to note the attached copy of the minutes of the latest Friends of Ball Grove meeting.
- l) Pendle Borough Council have asked whether the Parish Council would be willing to contribute to the wildflower area at Ball Grove again this year at a cost of £300. Councillors to consider this request.
- m) Burnley and Pendle Anglers have asked the Parish Council to consider installing an otter fence around the lake. They have just re-stocked the lake and they are concerned about the ecosystem of the lake. Councillors to review the details on the attached document and decide whether this would be appropriate.
- n) Councillors to review the report submitted by Cllr Spencer regarding the damp issues in the café and decide how to proceed.

## **12. Tram Tracks**

**(2 minutes)**

- a) The works have been completed on the cobble setts in the bus terminus, see attached.

## **13. Parish Council Clerk**

**(5 minutes)**

- a) Cllr Foulkes has produced the attached, proposed job description from the list supplied by the Clerk, for an Assistant. Councillors to consider approving this.
- b) Councillors to decide how to move forward with the employment of an assistant.

**14. Bus Shelters****(4 minutes)**

- a) Councillors to note the attached offer from Lancashire County Council regarding the replacement of the bus shelter outside of the Community Centre with associated works to the kerb edge (completed). Councillors to decide whether to take up this offer so that the Clerk can respond.
- b) Councillors to consider a request from Lancashire County Council to install an 89mm black powered pole, to fit passenger realtime information screens at the bus terminus. See attached example of pole.

**15. CCTV at Church Corner****(3 minutes)**

- a) Councillors to note that the Clerk has had issues with the CCTV at the Church corner. The remote access has not been working but this has now been rectified. It also transpires that the hard drive within Church has frozen as it has got too cold. A new programme has been installed so that the system reboots itself every day to eliminate further issues.
- b) In order for reviewing the footage from the CCTV at the Church, the system requires a WiFi connection. This has been installed in the clerk's property, and she asks for a contribution towards the cost of running.

**16. Lanehouse Lane Playground****(6 minutes)**

Councillors to note that there are issues with children playing ball games on the playground where it is not permitted. Councillors to see the attached correspondence regarding this and decide how to move forward.

**17. War Memorial****(4 minutes)**

- a) Councillors to consider whether the suggestion, from late last year regarding repointing the paving around the bottom of the War Memorial, be pursued.
- b) Councillors to note that the preplanning request for an 8m flag pole to the rear of the War Memorial has been submitted.

**18. Trawden in Bloom****(6 minutes)**

- a) Councillors note the budget situation as: budget £3000 +£1584.10 sponsorship– spent £2469.87= £2114.23.
- b) The group have requested that they be entered into the North West in Bloom competition again this year at a cost of £105. Councillors are recommended to agree this entry.
- c) The Lengthsman has been asked to dispose of a large amount of waste, for which he has been charged. Councillors to decide whether this should be funded from the Trawden in Bloom allocation or not.
- d) With the resignation of David Barritt, Councillors to decide who will be the new liaison between the Council and Trawden in Bloom.
- e) Councillors to note that Trawden in Bloom arranged the recent litter pick for Great British Spring Clean.
- f) Councillors to decide whether it is acceptable to reimburse the In Bloom co-ordinator for items purchased at LBS for a cost of £35.98. This is for items purchased over the counter.
- g) Councillors to note the attached agenda and minutes from the meeting held on 10<sup>th</sup> March 2026.

**19. Policy Review****(3 minutes)**

Councillors to review and agree, or otherwise the re-adoption of the policies for Code of Conduct, Standing Orders and the Complaints Policy. All policies remain unchanged from previous adopted versions.

**20. Councillors to note/comment on the following items:**

- a) **Parish Council Vacancy** – The Elections Team at Pendle Borough Council have advised that an election for the current vacancy will go ahead with the hope it will take place along with the Borough Council elections on 7<sup>th</sup> May 2026.
- b) **Pendle Borough Council Legacy Fund** – the Clerk has been advised that the Executive Meeting on 16<sup>th</sup> March approved the proposed Legacy Fund, which will be distributed to area committees and parish and town councils. The funding is coming from a 'Project' Reserve which, given Local Government Reorganisation, won't be needed for its intended purpose. The Parish Council will receive a grant of £8,700. This could be subject to review through the council's call-in procedure. The grant is intended to be used for a one-off project or projects and can be either revenue or capital. The Clerk has received an email from a resident suggesting that some of this funding could be put towards some of the common muddy patches on the Cotton Tree Tram Track.

- c) **Anti-social Behaviour Fact Sheet** – The Clerk has had 1500 printed and a large amount of these have been delivered in the Parish by the Police Cadets. Cllr Jolley will distribute in Wycoller.
- d) **Wycoller Woodland Management Plan** – Confirmation received that the comments submitted have been incorporated into the Plan.

**21. Correspondence** – Councillors to note the attached correspondence from a resident who raises some general issues and a resident who raises concerns of speeding along Hollin Hall. Councillors to consider these and advise the Clerk how the Council would like to respond.

- b) Councillors to note that the Committee and Directors of the Community Shop have invited Councillors for an informal visit prior to the May Parish Council meeting. Councillors to see attached letter and advise the Clerk who would like to attend.

**22. Ongoing** – Councillors to note the attached document.

**23. Finance**

- a) Councillors to note that the annual budget pie chart document has been circulated, as attached.
- b) Councillors to note that the financial year ended on 31<sup>st</sup> March and the Clerk is completing year end ready for discussion at the May meeting.
- c) Councillors to note that all invoices have been sent out for allotment tenants, garage tenants and sponsorship.
- d) To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£544
Andrew Crawshaw – Grass Cutting Contract - March	£175
Andrew Crawshaw – Disposing of Trawden in Bloom waste	£135
Clerk Expenses – March	£33.80
Clerk’s Additional hours	13.25 hours
Reimbursement to A Smith for purchase of a desk	£20
O’Neill Homer – Final stage payment (+ VAT)	£3750
Solicitor Costs (+ VAT)	£1753
Mandeleigh Plants Ltd (+VAT)	£50.94
<u>Items paid under delegated powers</u>	
Bank Charges	£9.50
Website and email package (+ VAT)	£38
British Gas – Gas charges for Ball Grove (+ VAT)	£80.89
British Gas – Electricity charges for Ball Grove (+ VAT)	£212.09
EE (+ VAT)	£15.74
Community Centre Trust – Electricity for December and January (+ VAT)	£25.07
Pendle Borough Council – Final quarter Grounds Maintenance Payment	£4609.31
Office supplies reimbursed to A Smith	£2.55
Reimbursement to JB Hodgson for Loctite for securing bollard at Ball Grove (+ VAT)	£11
Medisol BV – Adult pads for the defibrillator at Ball Grove (+ VAT)	£70.99
Northern Life Magazine – printing of ASB leaflets (+ VAT)	£78.03
Post Office - Stamps	£20.88
Primary School Swimming Reimbursement – February half term	£8.10
Leo Brightley – Sweeping Ball Grove Car Park	£54
Pendle Borough Council – Supply and install two new litter bins (+ VAT)	£800
Jewson’s, Colne – Kerb stone (+ VAT)	£7.50
North West in Bloom	£105
Leo Brightley – Cleaning of bus shelters and Victorian Toilet	£162

**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 Spencer to advise the outcome of the conversation with the café tenant regarding the outstanding lease issues.
- b) 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.
- c) Councillors are requested to approve the Solicitor costs associated with the new query raised with them, as attached.
- d) Councillors to review the formal complaint attached and decide whether to respond.

**Next meeting Monday 11<sup>th</sup> May 2026, commencing at 6.30pm with the Annual Parish Council meeting being held first followed by the monthly ordinary Parish Council meeting.**