



## **Minutes of the Meeting held on Monday 4<sup>th</sup> August 2025**

### **Present**

Clerk Adele Waddington

Chair Ann Holmes

Councillor Lester Spencer

Councillor Adrian Foulkes

Councillor Eleanor Jolley

Councillor Barry Hodgson

Councillor Andrea Beswick

**Also in attendance:** PC Dylan Burrow, PC Kai Lydiatt

**Apologies accepted from:** Councillor David Barritt, Councillor Philippa Osborne, Councillor Mark Watts, Councillor Jonathan Wiggins, Cllr McCollum, Borough Councillor Sarah Cockburn-Price

**Minutes** - It was resolved that the Parish Council Minutes of the Meeting held on the 7<sup>th</sup> July 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.

Gladstone Terrace Trough - Response received from Lancashire County Council that a new order has been raised to jet and cleanse the trough. Cllr Hodgson advised that it has now been jetted and has not resolved the issue. The water isn't going into the trough in the first instance; it is bypassing it. The Clerk to request a site visit with LCC and Pendle Borough Council Engineers and Councillors.

The Aisled Barn at Wycoller has been inspected and Cllr McCollum awaits the report.

Sinking of Cotton Tree Lane – The response received was that the issue is on private property; this is incorrect. The issue we have been reporting is for the actual road and there have been several tonnes of tarmac overlaid onto the depressions to try and rectify the issue. The Clerk to suggest that this issue needs investigating again in collaboration with United Utilities.

No information on the 20mph project.

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

Cllr S Cockburn-Price was unable to attend the meeting but advised the Clerk that the Local Plan examiner for the Pendle Local Plan has now published his main modifications. The next step will be another public consultation on the revised Plan, when available.

PC's Burrow and Lydiatt attended the meeting due to the rise in rural thefts recently. The incidents have been reported, and the police encourage everyone to sign up to the 'In the know' service to keep updated. They will aim to attend Parish Council meetings to give updates and to receive concerns raised.

### **Community Centre Trustees update**

Councillors noted the report sent by the Chair of Trustees which included that the proposed changes to their charitable objects were approved by the Charity Commission. The changes reflect the development of the charity over 10 years and were given the go ahead at the 2025 AGM; the bike stands and repair station have been reinstalled following the fitting of the new fuel store; the next fundraising event is an ABBA tribute on 14th September, free entry and all welcome.

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

### **Trawden in Bloom**

Councillors noted the budget balance for the group.

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### **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 noted that the approved letter has been sent to the resident on Ball Grove Park who is parking on Parish Council land without permission. The Clerk to add to the next agenda to determine a way forward.
- Cllr Jolley has reviewed the lease and feels a licence between the Parish Council and fishing club could be drawn up by us. The Clerk to arrange a meeting with the fishing club to establish their requirements and actual usage of the lake.
- It was resolved that Newhey Interiors be invited to the next meeting now that the measuring has been completed by the builder.
- Councillors noted that the Clerk has contacted the person who locks and unlocks the barrier to inform them that one top barrier will remain closed on the Keighley Road car park.
- It was resolved that the Clerk would confirm to the Solicitor that the recommended wording for bin storage for the café was approved and should be written into the lease. The Clerk has already spoken to the café tenant regarding this potential change.
- It was resolved that the signage and installation of posts on the disabled parking bays would consist of 2" posts, screwed to the wall with a 'disabled parking' logo attached. Cllr Foulkes will supply the posts and carry out the works. Clerk to purchase signs.
- Councillors noted that the works to install the 2' wide grip strip from the top car park at Keighley Road to the lower area have been completed.
- Cllr Spencer has inspected the bin outside of the café and it was resolved that the Clerk would purchase a new one to be installed by Pendle Borough Council.
- Councillors thanked the Clerk for attending the Green Flag Presentation event in Bradford recently.

**Land at Trawden Road** - Cllr Watts has completed the site assessment and drawing which will be used to submit the pre-planning application. It was resolved that the Clerk should make the application for this site.

**Grot Spot Walk** - It was resolved that the next Grot Spot Walk will take place on 16<sup>th</sup> August from the Community Centre, meeting at 10am.

**Flag Poles at the War Memorial** – Councillors noted that Cllr Spencer has some information already but will continue to put together a proposal for this potential project.

### **Updating the Neighbourhood Plan**

Councillors noted that Cllr Foulkes and Cllr S Cockburn-Price met with O'Neill Homer on 29<sup>th</sup> July. It was a very valuable meeting, and the consultant will prepare a report, hopefully, for the next meeting.

**Wycoller** – Councillors noted that the clerk awaits some suggested dates from Cllr McCollum to arrange an on-site meeting with relevant officers within Lancashire County Council at Wycoller. Cllr's Hodgson, Jolley, Wiggins and Cllr S Cockburn-Price advised that they would like to attend this meeting.

Cllr S Cockburn-Price has advised the Clerk that Colne Youth Action Group is taking over the wooded area and installing a composting toilet so more use can be made of this area.

**Anti-social Behaviour Fact Sheet** - It was resolved that Cllr Beswick will look at this. The Police have advised that they would like to be involved in its production.

### **Recreation Ground**

It was resolved that the Clerk will contact United Utilities with the proposal that a meter could be installed on the Recreation Ground so that we can honour our debts for our consumption only and see if this is acceptable.

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Councillors noted that Pendle Borough Council are happy for the Parish Council or the Management Committee to organise the bookings. It may be possible to use the Scribe Accounting system for this.

### **Scheme of Delegation Policy**

It was resolved that Scheme of Delegation Policy be adopted.

### **Planning Applications**

It was resolved that the response submitted, as below is approved.

Planning Application 25/0451/HHO and 25/0452/LBC. The Old Barn Lane Top Winewall Lancashire BB8 8BU.

For householder planning permission and Listed Building Consent: Erection of new staircase from first to second floor with bathroom and attic room, removal of timber post and steel beam insertion, replacement timber windows and 2 no. rooflights. Comments sent on behalf of the Planning Committee: Councillors do not have any objections to the proposed plans, as they indicate an intention to sympathetically restore and improve the property.

The mullions in a couple of the windows will be retained and the proposed replacement windows are likely to be a considerable improvement on the existing casement windows. Councillors request that the roof lights are conditional on them not requiring the cutting or removal of original timbers and on being of suitable conservation grade for the stone slate roof.

### **Correspondence**

- Councillors noted that a 'thank you' card has been received from the organisers of Trawden Garden and Scarecrow Festival thanking the Parish Council for their support for the last event.
- Councillors noted that a 'thank you' card has been received from Trawden in Bloom for supporting the North West in Bloom judges visit at the beginning of July.
- Councillors noted that a notice has been received to advise that the Lancashire Environment Fund is to potentially cease with effect from June 2026. Dates for applications are Round 108 Applications - 5pm Thursday 11th September 2025; Board Meeting - Wednesday 10th December 2025. Round 109; Expression of Interest deadline - 5pm Tuesday 2nd December 2025; Applications - 5pm Thursday 19th February 2026; Board Meeting - Wednesday 3rd June 2026.

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

- **Speed limit on Keighley Road/Rock Lane** - Councillors noted that the proposal has been sent to Pendle Borough Council for inclusion at their next Traffic Liaison Committee meeting.
- **Remembrance Day** – Councillors noted that the road closure request has been sent to Pendle Borough Council for this year's Remembrance Day Parade.
- **CCTV repair** – Councillors noted that the CCTV repair at the Church has been completed. Cost of £300 recouped from the driver's insurance company. Councillors thanked the Clerk for following this up.

### **Finance**

- Councillors noted that the completed external audit has been received and completed with no recommendations or queries. 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 18<sup>th</sup> August 2025. Relevant documents posted to the website.

It was resolved that the following payments be made:

Andrew Crawshaw, Lengthsman Hours	£374
Andrew Crawshaw – Grass Cutting Contract	£175
Clerk Expenses – May, June, July	£41.60
Society of Local Council Clerks Membership renewal	£240
PKF Littlejohn LLP – External Auditors (+ VAT)	£420
Pendle Borough Council Grounds Maintenance for Ball Grove first quarter payment (+ VAT)	£4609.31
<u>Items paid under delegated powers</u>	
John Browne – Window Cleaner	£30
Bank Charges	£13.40
Website	£15.60
British Gas – Gas charges for Ball Grove	£53.44
British Gas – Electricity charges for Ball Grove	£370.26
Umbra Security – repair to CCTV at Church corner	£300
EE	£18.89
Trainline – train ticket cost to Green Flag Awards	£19.17
HMRC P30	£2316.47
Community Centre Trustees – Office Electricity	£5.04

## Part 2

The Council meeting moved 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:

- It was resolved that the queries raised by Lakeside Café’s tenant would be responded to by the Clerk.

## Meeting closed 8.55pm

Next meeting Monday 1<sup>st</sup> September 2025 - commencing at 7.00pm at Trawden Forest Community Centre, Church Street.

**16/2025**