



Members of the Council are summoned to the Parish Council meeting to be held on Monday 2nd September 2024, at 7pm, at Trawden Forest Community Centre

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. **To approve Apologies – Cllr Watts**
2. **To consider and approve the Minutes** of the Parish Council meeting held on 5th August 2024 (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 Clerk has requested targeted completion dates for the outstanding items as listed below and awaits a response: Wall at Spring Garden Villas, tought at Gladstone Terrace, potential double yellow lines at Hollin Hall, top of Church Street parking issues, egress from Boulsworth Drive, fallen walls at Coal Pit Lane, update on schedule of repairs for Aisled Barn at Wycoller.
 - The Clerk has written to Lancashire County Council to ask that they reconsider the refusal of our request to use of waste land at Trawden Road for parking. Awaiting response.
 - The Clerk has asked Lancashire County Council to consider these replacing the tarmac with stone edgings at the bus terminus, as it is on the highway. Response is attached. Councillors to decide on a way forward, if at all.
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. (6 minutes)**
 - Budget £2500 + income £1590 - spent YTD £3219.94 = Budgeted Balance £870.06
 - Millennium Garden, Cotton Tree – Councillors to note that the repairs are larger than originally portrayed and have not yet been completed.
 - Councillors to note that the polytunnel has been ordered and paid for.
 - Councillors to note that the application for part funding of the polytunnel from our Borough Councillors has been approved.
 - Councillors to note the attached minutes if the latest meeting of the group.

9. Ball Grove

(35 minutes)

- a) Councillors to note that Cllr Jolley has had a copy of the café lease and suggests asking our Solicitor to look over this lease where we would give her some guidance as to what rental figure changes the Council is looking at and ask her to suggest any other changes.
- b) The Clerk has applied to Lancashire County Council for funding 6 trees for a community orchard.
- c) Councillors to note that once the goal posts have been received and the location has been marked, it needs to be inspected by members and Friends of Ball Grove to ensure all parties are happy with the location.
- d) Cllr Spencer will give his thoughts on the request from Cllr Jolley to consider any barrier requirements at Winewall end of the Park in order to stop unwanted vehicles accessing the park.
- e) Councillors to note that the Lengthsman has been asked to complete the works to create the paths at the corners of the car park and dig out at the side of the building.
- f) Councillors to note that the order has been placed for the Wildlife pack of trees from the Woodland Trust. Delivery expected in November.
- g) Councillors to note that the Chair of Friends of Ball Grove attended the Green Flag prize giving and received a small flag and plaque and chooses not to request mileage expenses.
- h) Councillors to note the minutes of the subcommittee meeting, as attached.
- i) Councillors to consider the proposals from the subcommittee minutes as follows:
 - To purchase a boot cleaning device to be fixed near to the old toilet block area.
 - To have the final use of the building as a multi-function, hireable room.
 - That the building be referred to at Ball Grove Community Hall.
 - An architect and project manager be sought for building alterations.
 - Funding applications will be made to Lancashire Environmental Fund once architect plans are agreed.
 - That the toilet area be re-opened as a Changing Places space.
 - A project manager be appointed and grants be applied for, for this project subject to further investigations with the Changing Places specialists.

10. Updating the Neighbourhood Plan

(2 minutes)

The Clerk waits for the posters and leaflets to be created by Cllr Osborne. This can then be put on social media and the website with hard copies left in the library for the review and introduction of a Design Policy and Ecological Policy.

11. Map of Parish

(4 minutes)

Cllr Jolley to update Councillors on the progress of this project, first agreed in February. Cllr Jolley to create the maps, Cllr Holmes to print then Cllr Jolley will laminate. Each Councillor to mark the assets, yet to be agreed, on each copy of their maps when available.

12. Policies

(5 minutes)

Councillors are asked to review the attached Sickness Absence, Equality and Diversity and Dignity at Work Policies and amend or approve their re-adoption.

13. Recreation Ground Transfer

(4 minutes)

Cllr Osborne to give a brief resume of the event held on 24th August, at the meeting. The next meeting of the subcommittee will take place on 16th September. The Clerk will put out an invitation on social media when the agenda is published.

14. Public Spaces Protection Orders (PSPO)

(9 minutes)

Councillors to consider the attached PSPO's proposal for a further extension. This is the first step in the consultation process for extension for a further three years. Councillors to consider any amendments required.

15. Church CCTV Maintenance Contract

(6 minutes)

Councillors to consider approving the attached proposal from Umbra Security regarding a maintenance contract for the cameras at the Church corner.

16. Christmas Lights Switch on

(5 minutes)

Councillors to decide whether the Christmas Lights Switch on should be an event again this year. Would Councillors like any additions to the evening?

17. Planning Applications: (link to view applications [Simple Search \(pendle.gov.uk\)](http://pendle.gov.uk))

APPLICATION: 24/0464/FUL - PROPOSAL: Full: Demolition of existing hay store and the erection of an agricultural storage building. AT: Field To The South West Of 17 To 33 Hollin Hall Trawden

The Planning subcommittee have responded to the application as below. Councillors to ratify the response.

APPLICATION: 24/0546/HHO - PROPOSAL: Full: Erection of a replacement first floor balcony to the rear. AT: 1 Hollin Hall Trawden Lancashire. **Response:** Councillors feel that this new balcony does not complement or enhance the terraced row or the house itself. The previous one was wooden throughout, and had some gaps and decorative features within it, making some effort to alleviate the square box on legs. It is highly visible from the road, poorly designed, too large both in height and depth for the house and terrace, and inappropriate in its current form for the Conservation Area. From ground level, none of the rear of the original property walls can be seen as it is covered by the conservatory and the balcony.

18. Correspondence - None

19. Items for Councillors to note – no discussion required

- Tree Inspection - This has been carried out and the Clerk awaits the final report.
- Clerks appraisal – The Clerk reminds the HR Committee that the Clerks annual appraisal is scheduled to be held by the end of October. The Clerk will send the documents to the HR Committee.
- 10th Anniversary event – The Clerk reminds Councillors that this event is to take place on Saturday 5th October and Councillors have agreed to provide games. The Clerk also suggests leaving Neighbourhood Plan leaflets at the desk.
- Notice board for bus shelter- The Clerk has received the new notice board for the bus shelter at Dean Street and has asked the Lengthsman to put this up.
- Tram Track Planting - Councillors to note that the bulbs have been purchased as per list received from Cllr S Cockburn-Price. Cllr Barritt has offered to plant these once received. Cost £166.50 including delivery.

20. Finance

- Councillors to note that the completed, signed audit has been received from the external auditor. The notice of conclusion of audit has been published in notice boards. The period for electors to inspect the year end documents lasts for two weeks from 13th August 2024.
- To approve, or otherwise the following payments:

Clerk’s expenses - Mileage	£6.24
Lengthsman hours for August	£TBA
Grass Cutting Contract	£TBA
Pendle Borough Council – Grounds Maintenance 2024/5	£18,456
Trawden Forest Community Centre – contribution to cost of installation of new paths	£7,550
Community Centre Trust– Office electricity usage (paid)	£1.44
Dobies Bulbs – Bulbs for verge on Tram Tracks (paid)	£166.50

Next meeting Monday 7th October 2024, commencing at 7.00pm.