



TRAWDEN FOREST
PARISH COUNCIL

Minutes of the Meeting held on Monday 2nd March 2026

Present

Chair Ann Holmes

Clerk Adele Smith

Councillor Adrian Foulkes

Councillor Barry Hodgson

Councillor Andrea Beswick

Councillor Lester Spencer

Councillor Eleanor Jolley

Also in attendance: Two residents, two members of Trawden Forest Allotment Association.

Apologies accepted from: Councillor Philippa Osborne, Councillor David Barritt, Councillor Jonathan Wiggins, Councillor Mark Watts, Cllr S Cockburn-Price.

Chair Holmes advised that Cllr Barritt has resigned from the Parish Council with immediate effect. The Clerk and Councillors thanked David for his contributions over the last nine years. He has been a great asset to the Parish Council and will be missed.

Minutes - It was resolved that the Parish Council Minutes of the Meeting held on the 2nd February 2026 be signed by the Chairman as a true and accurate record.

Declaration of Interest – None

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

5. County Councillors Report – The Clerk has again requested an update from Cllr Whipp; nothing received.

- a) Councillors noted 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. There is a new consultation regarding these, and Councillors feel that this amendment is a positive one for the Parish.
- b) Cllr McCollum has requested a meeting the Lancashire County Council regarding the outstanding items. The officer required is waiting for a briefing about Wycoller before they commit to a meeting. The land at Bankfield Street/Gladstone Terrace and behind LiftTech to Bright Street will also be discussed at this meeting. The Clerk has been offered a Teams meeting with the relevant people and will arrange this.
- c) Councillors noted the Woodland Management Plan for Wycoller and the only comments were that when the trees were planted, black plastic weed suppressant was used. The Clerk to ask that the County Council look at removing this from any sites where it has been used as it is a threat to the environment and wildlife.

Borough Councillors Update/ Colne and District Committee

Cllr S Cockburn-Price has been in contact with Pendle Borough Council regarding the problems with the transfer of the Recreation Ground, specifically the water supply to the site. The Clerk to chase this to see if there are any updates.

Cllr S Cockburn-Price also advised the Clerk that the appeal from Stable Cottage, Far Wanless regarding the replacement of the windows with uPVC has been concluded by the Planning Inspectorate. It has deemed that the appeal is dismissed as it falls within the curtilage of a listed building.

7. Community Centre Trustees update

Councillors noted the report sent by the Trustees, they include: They continue to need new volunteers for all aspects of the running of the community centre library and shop, including new trustees; They are proud to have been nominated for the Kings Award for voluntary service. An assessor has visited and we are progressing through to the next stage.; the 500 club has now reached 510 members. Its success has been a helpful boost to the charity's finances; they are negotiating with In Post lockers to have them installed next to the shop, providing a new service to the village.

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8. Residents Issues – two residents attended the meeting to raise their concerns over Lancashire County Council’s proposal for the disposal of the land to the front of Bankfield Street, Gladstone Terrace and the woodland to the rear of LiftTech to Bright Street.

9. Trawden Forest Allotments Association – two members of the committee attended the meeting to update the Councillors on their progress. The new Terms and Conditions proposed by the group were approved by Councillors.

10. Neighbourhood Plan

- a) It was resolved that the V5 Character Map is approved. The proposed, new Conservation Area report was put on hold until the Council is further along with the plan then this decision will be reviewed. It was resolved that the Cockhill (White Lee Head) Club be listed as an Asset of Community Value. The proposal for a call for sites was approved. The local green spaces forms, which were completed for the Pendle Local Plan will be reviewed and amended as necessary so that they can be proposed for inclusion in the revised Plan. Councillors were happy with how the Plan is coming on and how the maps are being presented.
- b) It was resolved that the Terms of Reference for the Steering Group were approved.

11. Planning Applications:

APPLICATION: 26/0055/HHO PROPOSAL: Full: Erection of a detached outbuilding within the rear garden. AT: Land And Buildings To The South Of 13 To 15 Clifton Street Trawden. It was resolved that Councillors have no issues with the proposals within this application.

12. Ball Grove

- a) It was resolved that Newhey Interiors get specialist advice, for the planning application at a cost of £120.
- b) Councillors felt that the proposed design for the water safety boards was good. It was resolved that quotes for this design on the board, with the addition of the ‘Stay out of the water’ graphic be added to the back be sought from Image Group and ANN.
- c) The Clerk advised that funding for the re-opening of a toilet at Ball Grove has been approved, in principle. The Clerk and Cllr Jolley to look at getting quotes for the works. The Clerk thanked Cllr Jolley for her research into fixtures for this project already.
- d) Councillors noted that the Lancashire Environmental Fund application has been submitted. They congratulated the Clerk on completing this document. The Clerk thanked Maureen Askew for her guidance on completing the bid and to Cllr Jolley for her summarisation of the consultation held October – December 2025.
- e) Councillors noted that the Clerk is waiting for a response from the printer regarding the request for signage regarding considerate cycling in the Park.
- f) Cllr Foulkes advised that he has requested a quote for cleaning of the safety surfaces and all equipment on the playground. Councillor Foulkes to report back at the next meeting.
- g) It was resolved that the steps leading from the corner of the Keighley Road car park towards the lake be removed for safety concerns. The lower steps will remain. The Clerk to action these works.

13. Tram Tracks

- a) It was resolved that the works required to the laurel towards the bottom of the Tram Tracks be carried out by Whitesides Tree Care at a cost of £450.
- b) Councillors noted that the required works on the setts within the bus terminus will commence on 2nd March. The contractor will also re-set the bollard in the garden area that has been knocked down.

14. Pothole Policy

It was resolved that the Parish Council will not produce a pothole policy. The Council’s owned land is of such differing natures and surfaces, and there are frequent inspections where any reports of defects are acted upon, so a policy is not required.

15. Clerks Annual Leave

- a) Councillors noted that, although the Clerk is carrying 25 hours of annual leave forward to the next financial year, she still has 45.75 hours of remaining leave that she will not be able to take. It was resolved that the Council will pay the

- b) Clerk for these hours. With this in mind, it was resolved that, instead of the Clerk using her Time Off In Lieu as part of annual leave allowance (including the times she must come into the office whilst on leave), these hours would be submitted to the Council for approval for payment as and when accrued.
- c) Following the proposal from Cllr Holmes, it was resolved that the Parish Council would start the process of employing an assistant for the Clerk. The Clerk to draw up a job description for around five hours per week.

16. Trawden Forest Bowling Club

The Clerk and Chair have been approached by Trawden Forest Bowling Club who ask that the Parish Council consider approaching Pendle Borough Council and requesting transfer of the land they use to the Council. They have a lease and pay a peppercorn rent for the green and small number of parking spaces adjacent to the site. It was resolved that the Clerk will follow this up.

17. Councillors noted the following items:

- a) **Trawden in Bloom** - Councillors noted the budget situation as: budget £3000 +£1584.10 sponsorship– spent £2364.87= £2219.23.
- b) **Anti-social Behaviour Fact Sheet** – It was resolved that the Clerk contact PC Burrow to ask if the Cadets would be able to post the leaflets. If so, the Clerk to arrange for 1200 to be printed for distribution.
- c) **Diversion of footpath** - Notice received that footpaths FP1307082 and 1307082a at Slack Laithe Farm diversion order has been approved.

18. Correspondence

Councillors noted the correspondence received, as below:

In response to the Local Government Reorganisation consultation, the Parish Council prefer option three unitary model where we would be classed as Pennine Lancashire.

19. Councillors noted the following items:

- a) **Speed limit on Keighley Road/Rock Lane** – The Clerk awaits information from the discussion at the next Traffic Liaison Committee meeting. The meeting was scheduled for 1st or 3rd December 2025. The Clerk to chase this.
- b) **The Green at Well Head** – The Clerk awaits the return of the original, completed document in order to update and submit for registration of the land.
- c) **War Memorial** - The Clerk needs to apply for planning permission for an 8m flag pole at the War memorial which will be situated to the rear of the structure.
- d) **Funding Opportunity** - The Council awaits an update regarding the meeting Cllr Holmes attended called Pride of Place from Government for local projects. Projects suggested are the re-opening of a toilet at Ball Grove and works to the pavilion at the Recreation Ground. This funding from Pendle Borough Council has been agreed in principle.
- e) **Responsibilities of the Parish Council** -The Clerk has started writing a list of tasks that could be carried out by another person that would focus her time on her Clerking priorities.

20. Finance

- a) Councillors noted that the Clerk has engaged with Steven Wilcock to carry out the internal audit again this year. It was resolved that Mr Wilcock will undertake the Internal Audit for the Parish Council this year.
- b) It was resolved that the following payments be made:

Andrew Crawshaw, Lengthsman Hours	£187
Clerk Expenses – February	£14.95
<u>Items paid under delegated powers</u>	
Bank Charges	£11
Website and email package (+ VAT)	£38
British Gas – Gas charges for Ball Grove (+ VAT)	£138.50

British Gas – Electricity charges for Ball Grove (+ VAT)	£160.85
EE (+ VAT)	£15.74
Community Centre Trust – Electricity for December and January (+ VAT)	£70.47
Whitesides Landscaping – works to War Memorial	£300
Ace Home Services – erection and removal of Christmas Stars	£240
Innovatech – printer maintenance contract (+VAT)	£82.50
Paul Lomax Building and Design – Planning permission and map costs (+ VAT)	£334
Pendle Borough Council – Third quarter Grounds Maintenance Payment	£4609.31
Keep Britain Tidy – Green Flag Application (+ VAT)	£389

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) Cllr Spencer will go back to the café tenant regarding the one outstanding item so that the lease can be concluded in the interest of all parties.
- b) It was resolved that the additional Solicitor costs associated with the creation of this lease be approved.
- c) It was resolved that, due to the Clerk's contract, she will move to point 38 on the NJC salary scale with an increase of 54p/hr so that there is no breach of contract.
- d) As no new issues have been raised by the vexatious complainant, no response is required.

Meeting closed 9.40pm

Next meeting Monday 13th April 2026 - commencing at 7.00pm at Trawden Forest Community Centre, Church Street.

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