



## **Minutes of the Meeting held on Monday 13<sup>th</sup> April 2026**

### **Present**

Chair Ann Holmes  
Councillor Barry Hodgson  
Councillor Jonathan Wiggins

Clerk Adele Smith  
Councillor Andrea Beswick

Councillor Adrian Foulkes  
Councillor Lester Spencer

**Also in attendance:** Cllr S Cockburn-Price

**Apologies accepted from:** Councillor Eleanor Jolley, Councillor Mark Watts, Judy Yacoub.

**Minutes** - It was resolved that the Parish Council Minutes of the Meeting held on the 2<sup>nd</sup> March and 16<sup>th</sup> March 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 CCllr 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) Councillors noted that the Clerk has requested an update for the proposed 20mph zone.
- c) Councillors noted the notes from the meeting with Lancashire County Council regarding the proposed transfer of woodland off Skipton Road and deferred a decision until it was confirmed whether it would be a full asset transfer or on a lease. Maps of services over the parcel of land have been received. It was noted that there are a number of potholes at the bottom section of the access road to Gladstone Terrace; the Clerk to report these. It was resolved that as potential offer of the transfer of Wycoller to the Parish Council was not officially on the table, no further discussion around this was required.

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

Cllr S Cockburn-Price asked the Parish Councillors if anyone would be attending the Calderdale Energy Park consultation on 20<sup>th</sup> April. It was resolved that Cllr's Foulkes and Wiggins would attend.

Cllr S Cockburn-Price advised that it has been decided that the new houses at Hollin Hall would continue with the odd number sequence, i.e. 39 Hollin Hall, and so on; a reminder that the Borough Council elections were being held on 7<sup>th</sup> May 2026; the planning application on the property at Lower Naze End Farm will be required to have a black external fire flue; the situation around the Pride in Place funding has still not been resolved. Cllr Holmes has received a document that requires completion for this funding that the Clerk will complete. Cllr Holmes asked whether there was any update on the water supply issues at the Recreation Ground. The Clerk has had a conversation with someone at Pendle Borough Council who was unaware that there are potentially additional people who are using this supply, unmetered. The Clerk to forward this to Cllr S Cockburn-Price.

### **7. Community Centre Trustees update**

Councillors noted the report sent by the Trustees, which includes: There is still a need for new volunteers for all aspects of the running of our community centre library and shop, including trustees; they are pleased however to have added a new trustee and a couple of new volunteers since our last report; the charity continues to support local schools when students are in need of workplace experiences and those completing the Duke of Edinburgh scheme; they are welcoming local groups to apply for our small grants Community Fund again for 2026.

**8. Residents Issues** – none in attendance.

## 9. Neighbourhood Plan

Councillors noted the minutes of the last meeting of the Steering Group held on 18<sup>th</sup> March 2026. Cllr Beswick has completed the photographs required of Cotton Tree area. Cllr Foulkes is taking others as and when he is out around the Parish. The Clerk will take those required around the top of Church Street. It was resolved that costs for: Continuation of the rework of the Neighbourhood Plan; negotiating of the draft policy with land interests and validating evidence reports, and incorporating the SEA, comprising screen/scoping report, consultation with the statutory bodies, draft NHPO policy assessment, draft and final SEA report are approved. A new cost from O'Neill Homer is required due to reduction of work. O'Neill Homer will conduct the Regulation 14 consultation, Basic Conditions statement, and Examination including reviewing comments made during Regulation 16 pre-examination period and answering questions. There is no requirement for digital production of the amendments. Pendle Council need to be contacted regarding the issuing of and managing call for sites, building sites schedule and initial assessment, informal engagement, site selection and allocation policy drafting. The Steering Group asked the Parish Council to reconsider the rework of the Conservation Area report. It was resolved that this go-ahead and that Colne Area Committee would part fund this project with Growth Lancashire doing the works. Cllr S Cockburn-Price will get a cost for them to produce this document.

## 10. Planning Applications:

Councillors ratified the comments made for application 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 already 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.

26/0175/VAR PROPOSAL: Variation of Condition: Vary Condition 2 (Plans) of Planning permission 25/0731/HHO AT: 3 Millbrook Court Colne Lancashire. Response: Councillors have no objections to the proposals within this application.

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. Response: Councillors would like to see the front wall and pavements, including any cobble setts retained win this project.

26/0167/FUL PROPOSAL: Full: Demolition of existing storage building and the erection of a replacement building. AT: Seg Hole Farm Hollin Hall Trawden. Response: Councillors have no objections to the proposals within this application.

26/0218/HHO PROPOSAL: Full: Erection of a two-storey rear extension. AT: Stone House Dean Street Trawden. Response: Councillors request that there should be a condition that this extension cannot be changed into a bedroom at any time due to the lack of additional parking available.

Councillors noted 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

- a) It was resolved that an up-to £2000 spend would be approved 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) It was resolved that Reach and Rescue would supply the water safety boards for around the lake at Ball Grove at a cost of £1700. The Clerk to order these.
- c) Councillors noted and approved the report stating the estimate for fixtures and fittings required for the toilet to re-open. It was resolved that Cllr Jolley will contact Elisha House to see if they are interested in stripping out the existing ceiling, removing the required walls and tiles from inside the building. The Clerk to write the tender document and ask three local plumbers if they are interested in quoting for the works. Cllr Hodgson will ensure the debris from the strip out is removed from site and disposed of in the correct manner.
- d) Councillors noted that a representative from Lancashire Environmental Funding visited the site on 24<sup>th</sup> March 2026 which was very positive. It was resolved that the costing for the works required would be phased for funding purposes.
- e) It was resolved that the green cycling signs would be amended to read 'Pedestrians have priority, cyclists please dismount'. Once this amendment has been done, the Clerk to order 10 off in the self-adhesive form. Cllr Foulkes will supply backing boards for these to be stuck to for display in the Park.
- f) The power washing quotes are on-going.

- g) Councillors noted and thanked Friends of Ball Grove for offering to remove the top section of the steps leading from the Keighley Road car park in the corner and plant some bushes in conjunction with Pendle's Parks Dept.
- h) Councillors noted that the Clerk has forwarded the dates for all Parish Council meetings to Friends of Ball Grove so that there is no clash.
- i) Councillors noted and thanked Pendle Borough Council for looking at the bollard at Ball Grove and making two suggestions for amendment of the siting of the bollard. Councillors reviewed the document and decided that they would wait for the report from HSE before any amendments are made.
- j) Councillors noted and thanked the Clerk for applying for National Lottery funding for the building renovation project. £20,000 has been applied for.
- k) Councillors noted the copy of the minutes of the latest Friends of Ball Grove meeting.
- l) Pendle Borough Council asked the Parish Council to contribute to the wildflower area at Ball Grove again this year at a cost of £300. It was resolved that the Clerk would ask Friends of Ball Grove if they would contribute £150 and the Parish Council will also contribute the same.
- 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. It was resolved that the fence suggested should not be installed as it would spoil the ambience of the Park.
- n) Councillors reviewed the report submitted by Cllr Spencer regarding the damp issues in the café and decided works should be carried out. Cllr Spencer will get quotes for the works to be done.

### **12. Tram Tracks**

- a) Councillors noted that the works have been completed on the cobble setts in the bus terminus that thanked the contractor for completing these to high standard.

### **13. Parish Council Clerk**

Councillors thanked Cllr Foulkes for drawing up the initial proposed job description from the list supplied by the Clerk. Councillors approved the document in principle, but felt that it needed to be amended slightly to clarify the role. Cllr Beswick will make these amendments.

It was resolved that an advert be put out as soon as possible for this role.

### **14. Bus Shelters**

- a) Councillors noted the offer from Lancashire County Council for a replacement bus shelter outside the Community Centre with associated works to the kerb edge (completed). It was resolved that this offer be taken up and that any other similar offers would also be approved, within reason, if offered.
- b) It was resolved that the Lancashire County Council proposal of a pole with passenger real-time information screens at the bus terminus also be approved. The Clerk to ask whether it is possible for them to wire up the internal light within the bus shelter at the same time.

### **15. CCTV at Church Corner**

- a) Councillors noted that the Clerk has had issues with the CCTV at the Church corner which have now been resolved and that a new programme has been installed so that the system reboots itself every day to eliminate further issues.
- b) It was resolved that the Clerk would receive £10 per month to cover the cost of using her personal WiFi and electricity to run the transmitter for the CCTV.

### **16. Lanehouse Lane Playground**

Councillors noted that there are issues with children playing ball games on the playground where it is not permitted. It was resolved that the Clerk promote the 'Play Streets' initiative with the permission of Cllr S Cockburn-Price to see if parents/carers are interested in this and to contact Colne Youth Action Group to give them the information of when they are playing.

### **17. War Memorial**

- a) It was resolved that the lime mortar required for pointing the flags around the bottom of the War Memorial be pursued.
- b) Councillors noted that the pre-planning application has been made to Pendle Borough Council for an 8m tall flagpole. The Clerk thanked Cllr Spencer for this assistance with this.

## 18. Trawden in Bloom

- a) Councillors noted the budget situation as: budget £3000 +£1584.10 sponsorship– spent £2469.87= £2114.23.
- b) It was resolved that the entry for the North West in Bloom competition be done at a cost of £105.
- c) It was resolved that the cost for the Lengthsman disposing of a large amount of waste be allocated to the Trawden in Bloom budget.
- d) It was resolved that with special dispensation, David Barritt will continue to be the liaison between the Council and Trawden in Bloom. Mr Barritt will not be able to approve any decisions or spend. These would have to come back to the Parish Council for approval.
- e) Councillors thanked Trawden in Bloom for arranging the recent litter pick for Great British Spring Clean. The Clerk was asked to write to McDonalds and KFC to see if they would be willing to write car number plates on receipts or bags due to the amount of rubbish throughout the village.
- f) It was resolved that, due to the Financial Regulations, it wasn't possible to reimburse the In Bloom co-ordinator for items purchased at LBS for a cost of £35.98.
- g) Councillors noted the agenda and minutes from the meeting held on 10<sup>th</sup> March 2026.

## 19. Policy Review

It was resolved that the Standing Orders, Code of Conduct and Complaints Policies be re-adopted.

## 20. Councillors to note/comment on items:

- a) **Parish Council Vacancy** -Councillors were advised that the election was uncontested and that Judy Yacoub was appointed. Councillors look forward to welcoming Judy at the next meeting. Costs for calling this election have not yet been received.
- b) **Pendle Borough Council Legacy Fund** – The Parish Council will receive £8700 from Pendle Borough Council, and it was resolved that this money will be ring-fenced for the additional amount required to ensure the Neighbourhood Plan is completed.
- c) **Anti-social Behaviour Fact Sheet** – Councillors thanked the Police Cadets for posting the leaflets in some parts of the village and to Cllr Jolley for doing Wycoller. Another date to be set for more deliveries in the village.
- d) **Wycoller Woodland Management Plan** – Councillors noted that the comments submitted have been incorporated into the Plan.

## 21. Correspondence

Councillors noted the correspondence received from a resident of Hollin Hall regarding the speed of traffic and asked the Clerk to refer them to the Road Safety Partnership.

Councillors noted the correspondence from a resident of Winewall and advise that no solar panels will be fitted to the building on Ball Grove in the immediate future due to the cost. It is being noted for a future project; The top stones missing from the quarry at Lanetop Winewall have been pushed into the quarry. Councillors suggest that the resident raise their concerns with the Enforcement Officer at Pendle Borough Council; with reference to the Safe Places Network, the details of this will be passed to the Community Shop and Library as the Trustees would need to approve this, not the Parish Council; unfortunately not much can be done about visitors to Ball Grove picking the daffodils.

Cllr Holmes will attend the offer from the Shop Directors inviting Councillors to a tour at 6pm on 11<sup>th</sup> May.

## 22. 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 1<sup>st</sup> or 3<sup>rd</sup> December 2025. The Clerk has chased 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) **Trawden Forest Bowling Club** – The Clerk has requested that the land at the Bowling Club be transferred to them following the request from the club. The Clerk awaits a decision on this.

## 23. Finance

- a) Councillors noted and thanked the Clerk for producing the '2026/7 Precept Pie Chart' and distributing this on social media and the website.
- b) Councillors noted that the year end accounts will be available for the next meeting.

- c) Councillors noted that the invoices for allotments, garages, sponsorship and rent have been distributed.  
d) It was resolved that the following payments be made:

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
<u>Mandeleigh Plants Ltd (+VAT)</u>	£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
<u>Medisol BV – Adult pads for the defibrillator at Ball Grove (+ VAT)</u>	£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
<u>North West in Bloom</u>	£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) 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) Cllr Holmes advised that no new further correspondence has been received from the Vexatious Complainant.  
c) It was resolved that the solicitor costs required for the new case are approved.  
d) It was resolved that the formal complaint received be dismissed.

## Meeting closed 9.52pm

Next meeting Monday 11<sup>th</sup> May April 2026 - commencing at 6.30pm at Trawden Forest Community Centre, Church Street with the Annual Parish Council meeting followed by the Parish Council meeting.