



**Members of the Council are summoned to the Parish Council meeting
to be held on Monday 4th August 2025, at 7pm, at Trawden Forest Community Centre**

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. To approve Apologies

2. To consider and approve the Minutes of the Parish Council meeting held on 7th July 2025 (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)

- CClr McCollum advises that he has chased the outstanding issues with the trough at Gladstone Terrace and will report back when he receives a response.
- Cllr S Cockburn-Price has forwarded all emails relating to the Aisled Barn to CClr McCollum so that is now up to date on the situation.
- The Clerk has forwarded the meeting notes from the last meeting, held in Wycolter in 2018, which highlighted all outstanding issues. Councillors will recall that we stood back from getting involved with the drainage and highways issues as these have been dealt with by Lancashire County Council and residents who raised these.
- The Clerk has been forwarded the notice of consultation document for the proposed waiting restrictions and double yellow lines in Trawden. There is an error on it, so this has been reported back.
- Updates on the outstanding issues for Trawden are required. These are: the sinking of Cotton Tree Lane (outside our Parish but has a big impact on our village) and the proposed 20mph zone.

5. Borough Councillors Update – for information only (5 minutes)

- Cllr S Cockburn-Price to give an update on the current situation relevant to our Parish.

6. Community Centre Trustees Update (2 minutes)

Councillors to note the attached report from the Chair of Trustees.

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. (2 minutes)

Councillors note the budget situation as: budget £3000 +£1584.10 sponsorship– spent £1354.53 = £3229.57

9. Ball Grove (35 minutes)

- a) The Clerk awaits the details from Cllr Jolley regarding the survey of signage at Ball Grove where it needs changing from Pendle Borough Council to Trawden Forest Parish Council.
- b) Councillors to note that the approved letter has been sent to the resident on Ball Grove Park regarding the parking situation. No response received, yet.

- c) The Clerk has sent a copy of the Accrington lease to Cllr Jolley, as presented to the Council at the April meeting. Cllr Jolley to report back to the Council whether the new lease for the lake needs to be written and signed by a solicitor or whether it would be sufficient for the Parish Council to draw this up.
- d) Councillors to note the attached 'next steps' from Newhey Interiors regarding the works at the building. Councillors to decide whether any consultations should be carried out and when.
- e) Councillors to note that the Clerk has contacted the person who locks and unlocks the barrier at the car park off Keighley Road and advised that only one of the top height barriers is to remain closed.
- f) Following the Grot Spot Walk (report attached), carried out by Cllr Foulkes and the Clerk, upon inspection of the disabled parking spaces, they are limited for space and the installation of 4" posts would reduce the bays by up to 30cm. Councillor Foulkes asks Councillors suspend Standing Order 7A to reassess the decision and suggests using 2" posts, fixed to the wall, with the disabled parking badges on them so that cars are not encroaching onto the access road and causing a safety issue for others.
- g) The Clerk has asked to amend the bin storage in the toilet area on the café lease as discussed at the last meeting. Councillors to consider the response from our Solicitor with recommendations for amendment and approve or amend so the issue can be put to the tenant.
- h) The Clerk has raised an order for the anti-slip grip strip from the top car park down the slope. They will advise the Clerk when works are to be carried out so the café tenant can be advised.
- i) Cllr Spencer to inspect the Winewall car park barrier and bin outside of the café and advise whether he can repair. If not, Councillors to decide how to proceed.
- j) Councillors to note that Ball Grove Park has been awarded the Green Flag for 2025. The Clerk attended the awards ceremony on 15th July.

10. Land at Trawden Road

(6 minutes)

Councillors to view and comment on the attached layout and associated information document as supplied by Cllr Watts. Schedule of fees attached and Councillors to decide on the content for the pre-planning application.

11. Grot Spot Walk

(3 minutes)

The next walk is scheduled for 16th August, meeting at the Community Centre. The Clerk has attached the suggested route. Councillors to decide whether this route is acceptable and what time to meet.

12. Flag Poles at War Memorial

(5 minutes)

Cllr Spencer to investigate the cost and site for installation of a flagpole and report back to the meeting. Councillors to consider the information presented and make a decision based on that information.

13. Updating the Neighbourhood Plan

(5 minutes)

A meeting is scheduled with Neil from O'Neill Homer on 29th July. Councillors to report back to the meeting and any action points to be agreed.

14. Wycoller

(4 minutes)

The Clerk awaits suggested dates and times for an on-site meeting in Wycoller as requested by Cllr McCollum. Cllrs Hodgson, Wiggins, Jolley and S Cockburn-Price have expressed an interest to join this.

15. Anti-social Behaviour Fact Sheet

(3 minutes)

Cllr S Cockburn-Price has been in contact with the Police regarding this project and they are happy to be involved. Councillors to decide on the content of the leaflet and web page. Example attached.

16. Recreation Ground

(5 minutes)

Pendle Borough Council have responded to the queries raised, as attached. Councillors to decide how to proceed with the transfer of the Recreation Ground on based on the response received.

17. Scheme of Delegation Policy

(3 minutes)

Councillors to consider approving the attached, proposed Scheme of Delegation Policy.

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

Councillors to ratify the comments submitted for 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.

19. Correspondence

- Thank you card received from the organisers of Trawden Garden and Scarecrow Festival thanking the Parish Council for their support for the last event.
- Thank you card received from Trawden in Bloom for supporting the North West in Bloom judges visit at the beginning of July.
- Notice received 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 to consider the attached application for adverse possession from a property on Cotton Tree Lane where a small section of land is registered to the Parish Council but appears to be part of a properties garden.

20. Councillors to note the following items:

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

21. Finance

- Councillors to note 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 18th August 2025. Relevant documents posted to the website.
- To approve, or otherwise the following payments:

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

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:

- Councillors to review the attached queries raised from the Solicitor with reference to the renewal of the lease at Lakeside Café and make decisions on these issues.

Next meeting Monday 1st September 2025, commencing at 7pm.