



Minutes of the Meeting held on Monday 7th July 2025

Present

Clerk Adele Waddington

Councillor Jonathan Wiggins

Councillor Mark Watts

Chair Ann Holmes

Councillor Adrian Foulkes

Councillor Philippa Osborne

Councillor Lester Spencer

Councillor Eleanor Jolley

Also in attendance: Borough Councillor Sarah Cockburn-Price, Councillor McCollum (from approx. 7.50-8.45pm)

Apologies accepted from: Councillor David Barritt, Councillor Barry Hodgson, Councillor Andrea Beswick

Minutes - It was resolved that the Parish Council Minutes of the Meeting held on the 2nd June 2025 be signed by the Chairman as a true and accurate record.

Declaration of Interest – None

County Councillors Report

Councillor McCollum attended the meeting to update the Parish Council on the outstanding issues. He advised that Lancashire County Council have introduced a new system whereby emails are sent to team mailboxes and not direct to officers. He understands that the Aisled Barn at Wycoller needs a lot of repairs which will be expensive but will speak to the relevant officers required at a site meeting and put some suggested dates forward to the Clerk. Councillors Hodgson, Jolley, Wiggins and Councillor S Cockburn-Price advised that they would like to attend this meeting.

Councillor McCollum is unaware of the ongoing issues with the water trough at Gladstone Terrace – the Clerk to send details of this, and Councillor S Cockburn-Price will update him on the issues with Cotton Tree Lane sinking. This is outside of the Trawden boundary but impacts us as the route into the Parish.

Borough Councillors Update/ Colne and District Committee

- Councillor S Cockburn-Price advised that the new Chief Executive at Pendle Borough Council has been appointed.
- A new police officer for the area has been appointed; PC Dylan Burrow. The Clerk will share the contact details of PC Burrow and PCSO Evans with Councillors once these have been confirmed.
- The examination of the Pendle Local Plan has been taking place and Councillor S Cockburn-Price has attended these sessions. More are to come.
- Councillor S Cockburn-Price attended the Calderdale Wind Farm meeting recently.

Community Centre Trustees update

Councillors noted the report sent by the Chair of Trustees which included that the new fuel store is now in use; Anti-Social behaviour issues - the outer part of a double-glazed window was broken by a football. The culprit owned up and offered to pay for the repair, so the incident wasn't reported to the police; Keeping East Lancashire in the Picture - they weren't able to scan all our archive pictures but have offered to loan the scanner once their project ends, so we can digitise more.

Residents Issues – No residents attended the meeting.

Trawden in Bloom

- It was noted that all sponsorship invoices have been paid, and the new stickers are now completed.
- Councillors thanked the Clerk for her work with the in-bloom team and for organising lunch for the North West in Bloom judges who attended on 2nd July.

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- Councillors noted that the Clerk thanked those Councillors who responded to the request to supply lunch from the café at a cost of £100. Invoice to follow.

Ball Grove

- Councillors noted that the tree works have been completed, and the invoice received.
- Councillors noted that the Clerk still 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.
- It was resolved that the ordered 420 trees from the Woodland Trust would still be required. They may not be planted at Ball Grove but can be utilised in other areas of the parish.
- Cllr Jolley requested a copy of the lease for an area in Accrington, that has been supplied by the Angling Club to see whether it is a requirement that a Solicitor should draw this up.
- It was resolved that the letter that Cllr Jolley had drafted be sent to the resident. Councillors thanked Cllr Jolley for putting this together.
- Cllr noted that Newhey Interiors have been advised on how the Council would like to proceed with the building and await the next steps, from them.
- Following an incident of a vehicle hitting the closed barrier at the car park off Keighley Road, it was resolved that only one barrier would be closed, going forward. This will give access to taller vehicles that require access but deter larger vehicles from entering the car park.
- Councillors noted that the safety surfacing under the zip wire has been repaired.
- Councillors noted that the Clerk thanked Cllr's Spencer and Foulkes for carrying out inspections of the Park before and after the Party in the Park, organised by Lakeside Café.
- It was resolved that, in order to stop drivers damaging the wall at the disabled parking area next to the lake, the Clerk will purchase 6 x 4"x4" posts, 12 bags of postcrete and 6 signs for installation by Cllr's Foulkes and Watts in each of the car parking spaces.
- Councillors noted that the Clerk has forwarded the clear request for terms on the renewal of the café lease to the Solicitor and awaits a response.
- It was resolved that the cost of £2195 from Monks of Colne to install a 2' wide anti-slip grip strip from the car park, down the slop from Keighley Road car park be accepted. The Clerk to place the order.
- It was resolved that the re-opening of one of the toilets at the end of the building be put on hold until the building renovation is completed. In the meantime, the Clerk to contact the Solicitor and advise that the lease needs changing for Lakeside Café's bin storage area to either the disabled toilet or the defunct ladies toilet.
- Cllrs discussed the letter received from Paul Foxley Architect and the Chair will respond direct to this.
- Councillors noted the attached minutes of the Annual General Meeting of the Friends of Ball Grove.
- Councillors noted that the Clerk asked Leo Brightley to undertake some emergency repair works to some edging stones along the track/side of playground that had fallen. Councillors approved that the payment had been made in accordance with Financial Regulation para 6.8 ii.
- It was resolved that Cllr Spencer will take a look at the bin outside of the café and repair, if possible.
- It was resolved that the Clerk would respond to the letter received from Lakeside Café asking for feedback on the Party in the Park. Those Councillors and families that attended stated that the event was well organised, well thought out and well executed. Councillors look forward to further proposals for events from the café, in future.
- It was resolved that the proposals from the Children and Family Wellbeing Service for using the Park for two events in August, be approved. The Clerk to advise them.
- Amendments to the Risk assessment of adding in that the Parish Council operates a 'no gritting' policy and that the anti-slip grip strip is being installed from the car park, be added in to the Risk Assessment. It was resolved that, once these were added, the document be accepted.

Land at Trawden Road - Cllr Watts has completed the site assessment and drawing required but this was too late for the meeting. It will be looked at, at the August meeting.

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Grot Spot Walk - It was resolved that Cllr Foulkes would do a walk around Ball Grove and report any issues to the Clerk and that another Grot Spot Walk be arranged for 16th August from the Community Centre. Time TBC.

Flag Poles at the War Memorial – Due to Cllr Spencer’s holiday, work has started on the information gathering for this project and will be presented for the August meeting.

Report from Footpaths Officer – It was resolved that the Parish Council will subscribe to the Enhanced Countryside Service, for footpaths, for the year 2025/6.

Updating the Neighbourhood Plan

- Councillors noted the notes submitted from the initial meeting that Cllr Osborne and the Clerk have had with O’Neill Homer and Cllr’s Foulkes, Osborne and Cockburn-Price will meet with Neil on 29th July 2025.
- Councillors noted the terms of business for O’Neill Homer.

Wycoller - CCllr McCollum to contact relevant officers within Lancashire County Council required at a site meeting and put some suggested dates forward to the Clerk. Cllr’s Hodgson, Jolley, Wiggins and Cllr S Cockburn-Price advised that they would like to attend this meeting.

CCTV at Church Corner - Councillors noted that the cameras and remote access has been changed and upgraded. There has been an incident where a wagon broke one of the cameras and the transmission unit. The clerk to contact the driver’s insurance and pursue.

Anti-social Behaviour Fact Sheet - It was resolved that this fact sheet be pursued. Cllr S Cockburn-Price to contact the Police to see if they are interested in assisting with the content.

Planning Applications

- APPLICATION: 25/0025/FUL. PROPOSAL: Full: Erection of 3 no. agricultural buildings to roof over existing farmyard. AT: Springfield Farm Wycoller Road Trawden. FOR: Mr Wayne Tomlinson. It was resolved that the Clerk would submit the Councillors response of: Whilst Councillors have no objections to the proposals within this application, they would request that no new, further works commence until the original screening of trees are installed from the 2010 planning application and subsequent enforcement.
- Application: 25/0404/HHO. PROPOSAL: Full: Widen external kitchen door opening, insertion of bay window to bedroom 4, formation of timber post and beam canopy to West Elevation, replace North Elevation garage window with personnel door, alter materials of windows, doors, rainwater goods, roof tiles, fascia and soffit. AT: Brynmoor Skipton Road Trawden. It was resolved that the Clerk would submit the Councillors response of: Councillors are unhappy with proposed change of materials to uPVC, as Trawden is in a Conservation Area. All rainwater goods should remain as metal not plastic.
- Councillors noted that APP/E2340/C/25/3367056 has had an appeal lodged against the refusal of an unauthorised erection of a single storey structure on green belt land to the rear of 19 Hawley Street, BB8 8BY

Correspondence

- Councillors noted the submitted copy of note sent out to all allotment tenants from the Allotment Association.
- Councillors noted Lancashire County Council have launched a consultation on their Local Nature Recover Strategy. If councillors wish to respond, see Lancashire County Council’s website.

Councillors noted the items below:

- **Recreation Ground** - The queries raised at the April meeting regarding the water pipe and who will deal with bookings have been referred to Pendle Borough Council, via our Solicitor. The clerk has chased Pendle Borough Council for a response.

11/2025

- **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.

Finance

- It was resolved the Clerk has approval to pay invoices or costs associated with any of the following items without prior approval of the Council:
Clerks' salary, HMRC payments, pension contributions, office electricity costs, ball grove utilities costs, regular maintenance contracts, website and email package costs, mobile phone costs, bank charges, training requirements, ad hoc small consumables for Trawden in Bloom, dog fouling bags and similar items and emergency repair works, in accordance with the Financial Regulations para 6.6.
Any payment made will be included in the following payment schedule included in the agenda.

It was resolved that the following payments be made:

Andrew Crawshaw, Lengthsman Hours	£697
Andrew Crawshaw – Grass Cutting Contract	£525
Pendle Borough Council Countryside Access Service (+ VAT)	£2157
Leo Brightley – Repair of wall at Ball Grove car park	£110
Information Commissioners Office Annual Fee	£52
Jackie & Francesca's Old Rock Café – lunch for NWIB judges	£100
Northern Forestry and Arb – Ball Grove works (+ VAT)	£3780
Mercer Print – Printing and Installation of new sponsorship stickers (+ VAT) paid	£235
Leo Brightley – Painting Victorian Pissior - paid	£694
Leo Brightley – Ball Grove edging repairs - paid	£96
Stone Edge Historical Building Restoration – War Memorial Cleaning (+ VAT) - paid	£430
Mandeleigh Plants – Plants for Trawden in Bloom (+ VAT) - paid	£630.44
Umbra Security Annual Contract for Church CCTV (+ VAT) - paid	£600

Meeting closed 9pm

Next meeting Monday 4th August 2025 - commencing at 7.00pm at Trawden Forest Community Centre, Church Street.

12/2025