



**Members of the Council are summoned to the Parish Council meeting
to be held on Monday 3rd November 2025, at 7pm, at Trawden Forest Community Centre**

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. **To approve Apologies** – Cllr Foulkes, Cllr Watts
2. **To consider and approve the Minutes** of the Parish Council meeting held on 6th October 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. **Police** **(5 minutes)**
Officers from the Neighbourhood Policing Team to give an update on any issues for the Parish.
5. **County Councillors Report – for information only** **(5 minutes)**
 - The Clerk has reported the lifting of the tarmac on Burnley Road and Colne Road following the recent heavy rain. Lancashire County Council to assess the area.
 - The Clerk still awaits further information regarding the double yellow lines and waiting restrictions, the proposed meeting regarding Wycoller and the Aisled Barn repairs and the progress of the proposed 20mph zone.
 - Councillors to note that residents are exceptionally concerned about the current consultation taking place regarding Favordale HFE. The Clerk asks CCllr McCollum to provide an update on the situation.
6. **Borough Councillors Update – for information only** **(5 minutes)**
 - Cllr S Cockburn-Price to give an update on the current situation relevant to our Parish.
7. **Community Centre Trustees Update** **(2 minutes)**
Councillors to note the attached report from the Chair of Trustees.
8. **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.**
9. **Allotment Association** **(10 minutes)**
 - Nick Elliott, Chair of Trawden Forest Allotment Association attends the meeting to give Councillors an update on the current position of the allotments.
 - Notification received that the Bonfire Event will be held on Saturday 8th November 2025, 6pm in the Communal Area.
10. **Trawden in Bloom** **(4 minutes)**
Councillors to consider the request from Trawden in Bloom to increase the price of sponsorship in April 2026. See attached proposal.

11. Ball Grove**(15 minutes)**

- a) Councillors to note that the locking bollard has been ordered on the hard standing area next to Riverside Cottage.
- b) The physical consultation took place on 2nd October, and the online consultation runs until 2nd November. Full report on the responses received at the December meeting.
- c) The Clerk has met with Maureen Askew who is writing the funding bid for the building renovation and the expression of interest will be submitted in time for the December deadline to Lancashire Environment Fund.
- d) The Clerk has contact Monks of Colne and attaches their quote. Councillors to consider the costs and decide whether to proceed with the re-lining of the disabled car parking area to the bottom of the ramp and re-lining the Winewall Road car park.
- e) Councillors to note that Cllr Spencer has removed the Winewall Road car park barrier in order to repair it.
- f) Councillors to note that the signed Licence has been received back from Burnley and Pendle Angling Association.
- g) The Clerk has met with Lancashire Fire and Rescue Service for guidance on throw lines at the lake. They agreed with the proposed locations and the Clerk awaits the final information from them in order for the boards to be created. The Fishing Club and café have been information about these boards.
- h) The Clerk has contacted Healthmatic who can overhaul existing toilets and install auto-locking doors. Councillors to see attached documents and decide whether to move forward with a site assessment for this potential project.
- i) Councillors to decide how much of the 2026/7 budget would be allocated to the renovation works to the building.

12. War Memorial**(5 minutes)**

- a) Cllr Spencer to give an update on the flagpole recommendations and Councillors to make a decision on the information given.
- b) The Clerk has contacted John Whiteside to carry out works to the trees around the War Memorial.
- c) The Clerk still needs to apply for planning permission.

13. Anti-social Behaviour Fact Sheet**(3 minutes)**

The Clerk has amended the document, as attached. Councillors to decide whether there are any further amendments before asking someone to design it professionally. If this is approved, Councillors to decide if they are to be printed, at what size, and number required. PC Burrows suggests that the Police Cadets could do leaflet drops.

14. Christmas Lights Switch on**(4 minutes)**

- a) The Clerk has contacted school to discuss the details regarding serving refreshments at the event; see attached response. Once the meeting has taken place, the Clerk will report back with the outcome.
- b) The Clerk has booked the lounge from 5.30pm for 4th December.
- c) The Clerk has asked Rev Canon Andy Froud to lead the celebrations as in past years.
- d) The Clerk has contacted the supplier of the free tree, but the land has been sold. The Council needs to decide how a tree will be located for Christmas 2026.
- e) Councillors to approve, or otherwise the mock-up for a new Christmas banner for the switch on, provided by Ryan Waine.

15. Policies**(3 minutes)**

Councillors to review the attached Biodiversity Policy and either amend or adopt.

16. Playground Inspections**(6 minutes)**

Councillors Beswick and Foulkes to report back on the repair priorities as raised in the annual RoSPA inspection.

17. Bus Terminus Repairs**(4 minutes)**

Following the Grot Spot Walk in August, it was highlighted that some of the cobble setts at the bus terminus

require some works. The Clerk has asked for a survey to be completed to highlight the suggested areas, as attached. Councillors to decide if these works should be carried out and if so, the Clerk will draw up the necessary document in order to advertise the job.

18. Remembrance Day (3 minutes)

- a) The Clerk has received the approved and signed Order for the road closure for the parade.
- b) The Clerk reminds Cllr's Watts, Jolley, Holmes and Hodgson to meet at St Mary's Church at 10.20am on Sunday 9th November in order to assist with traffic management for the parade.

19. Meeting dates 2026 (2 minutes)

Councillors to consider approving the meeting dates proposed by the Clerk for 2026 as 12th January, 2nd February, 2nd March, 13th April, 11th May, 1st June, 6th July, 3rd August, 7th September, 5th October, 2nd November, 7th December.

20. Bulb Planting (5 minutes)

In the 2025/6 budget, Councillors budgeted for spring flowering bulb planting. Councillors to decide whether this should still continue and if so, what bulbs should be purchased and how many.

21. Land at Trawden Road (5 minutes)

Councillors to decide whether to proceed with the creation of a parking area on the land at the end of Trawden Road next to the Lancashire County Council storage yard following the attached response for the pre-planning application.

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

APPLICATION: 25/0453/FUL. PROPOSAL: Full: Erection of an agricultural shed with an extended access track into the agricultural field. AT: Site For Proposed Agricultural Building To The North East Of 10 To 12 Hollin Hall Trawden.

APPLICATION: 25/0691/FUL. PROPOSAL: Full: Erection of a canopy to rear of garage. AT: Land And Garage To The South Of 7 To 9 Clifton Street Trawden.

23. Correspondence

- a) Thank you received from the Friendship Group and from St Mary's Church for the recent donations, as agreed at the last meeting.
- b) Parish and Town Councils newsletter received and distributed to all Councillors.
- c) Councillors to note the attached correspondence regarding 'Asset Transfers' from Cllr Whipp, Leader of Pendle Borough Council. More details will follow in due course.
- d) Councillors to note the attached minutes of the Friends of Ball Grove meeting. Action points will be brought to the next meeting.
- e) Councillors to note that the Interim Management Plan for Ball Grove has been amended and uploaded to the website.

24. Councillors to note 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.
- b) **Updating the Neighbourhood Plan** - The Clerk awaits the written report from the meeting on 29th July, from O'Neill Homer and whether they can update the Conservation Area Report or suggests someone who can.
- c) **Recreation Ground** - The Clerk has written to Waterplus regarding the potential of installing a new meter on the Recreation Ground and just paying for this usage. The Clerk requires more information from Pendle Borough Council in order to discuss this with Waterplus, this information has been requested.
- d) **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.
- e) **Trawden in Bloom** - Councillors note the budget situation as: budget £3000 +£1584.10 sponsorship– spent £1367.85= £3216.25.

- f) **Grot Spot Walk** - Councillors to note that the Grot Spot Walk took place on 18th October. The Clerk has been on annual leave so will present the report at the next meeting.

25. Finance

- Councillors to consider the first draft of the 2026/7 budget and either agree or make adjustments, as necessary.
- To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£374
Andrew Crawshaw – Grass Cutting Contract	£175
Clerk Expenses – October	£15.60
Leo Brightley – repair and painting of bench	£274
Scribe accounting system (+ VAT)	£768
Mercer Print – upstands for Trawden in Bloom (+VAT)	£70
<u>Items paid under delegated powers</u>	
Bank Charges	£18.30
Website and email package (+ VAT)	£36
British Gas – Gas charges for Ball Grove (+ VAT)	£56.41
British Gas – Electricity charges for Ball Grove (+ VAT)	£260.78
EE (+ VAT)	£15.74
Community Centre Trust – Electricity for September (+ VAT)	£6.22
Amazon – spray bottles for stickers (+ VAT)	£5.40
Amazon – A4 paper (+ VAT)	£19.44
Trawden Community Shop - Use of shop printer whilst Wi-Fi wasn't working (+ VAT)	£12.50

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 consider the attached request from Pendle Borough Council to extend the Grounds Maintenance Contract for a further two years.
- Councillors to note that the Clerks appraisal has taken place, but the document has yet to be approved by the HR Committee. Update at the next meeting.
- Councillors to note the attached annual review between the Clerk and Lengthsman and consider approval of the increase costs.
- Councillors to consider how to further contain the unnecessary correspondence from a resident.

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