



Minutes of the Meeting held on Monday 6th July 2026

Present

Chair Ann Holmes	Clerk Adele Smith	Councillor Barry Hodgson
Councillor Andrea Beswick	Councillor Philippa Osborne	Councillor Lester Spencer
Councillor Jonathan Wiggins	Cllr Mark Watts	Cllr Judy Yacoub

Also in attendance: Cllr S Cockburn-Price, 3 residents

Apologies accepted from: Councillor Eleanor Jolley, Councillor Adrian Foulkes

Minutes - It was resolved that Parish Council minutes from the meeting held on 1st June 2026 be signed by the Chairman as a true and accurate record. The Clerk and Councillors thanked Cllr Beswick for taking the minutes.

Declaration of Interest – Cllr Osborne declared an interest in sites M, D, H and J of the sites put forward for consideration for inclusion within the Neighbourhood Plan for development, Cllr Wiggins declared an interest in the subject of the new Admin Assistant, Cllr Watts declared an interest in sites put forward for consideration for inclusion within the Neighbourhood Plan for development.

Cllr Watts joined the meeting.

4. Police Report - The Police were unable to attend the meeting. The Clerk has received complaints regarding parking on the dip in Colne Road making it very difficult for larger vehicles, including tractors to be able to pass. The Clerk was asked to write to the nursery and ask that they be considerate when parking and allow enough space for all vehicles to pass, safely.

5. County Councillors Report

- a) The Clerk awaits further confirmed details for the double yellow lines and waiting restrictions works commencement date. The double yellow lines have already been installed on the egress from Bank Street onto Lanehouse Lane. Pendle Borough Council Engineers are looking at conducting a speed survey for the proposed 20mph zone. No further information regarding the proposal for extension of the 30mph on Rock Lane/Keighley Road. It was resolved that Councillors would make a decision on the proposed 20mph zone once the speed survey has been conducted.
- b) Councillors noted that the Clerk received an update from CCllr McCollum just before the June meeting that has been distributed to all Councillors. He has asked for a definitive list of any roads that have multiple potholes and that require repair. The Clerk to collate this list from Councillors reports, no reports received so far. Cllr S Cockburn-Price asked the Clerk to report two potholes to the top of Cotton Tree Lane and the dips in the hill at the same location, again.
- c) Councillors noted that the Clerk has received two complaints regarding the works that have been carried on the bus terminus footpath by Lancashire County Council whilst installing the cable for the new pole. The Clerk has asked CCllr McCollum to meet her on site to discuss.
- d) Cllr Hodgson reported that extensive patching repairs have been carried out at Slack Booth where there have been severe potholes for a long time.

Borough Councillors Update/ Colne and District Committee

Cllr S Cockburn-Price was the only Borough Councillor to attend the meeting.

Cllr S Cockburn-Price advised that the Playstreets initiative has now been given the approval at the Pendle Borough Council Executive meeting so these can still go ahead; she attended the Calderdale Energy Park meeting where the transportation of stone required to the site was discussed. The Energy Park will have to re-think this as they reported that they would be using limestone, which is not permitted. Various councils on the proposed route from Yorkshire to the site have not been consulted; the new chair of Colne and District Committee (CADC) is Reform Councillor, Marion Atkinson; CADC have given a grant to the Men's Shed; constituted groups can bid the CADC for up to £1000 of funding from the Legacy Fund provided by Pendle Borough Council; there is to be a change in the way

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that Town and Parish Council comments on planning applications are to be considered. Small tweaks to design etc, may no longer be considered by the Planning Department; the new leader of Pendle Borough Council is interested in pursuing the reinstatement of enforcement for litter and dog fouling.

7. Community Centre Trustees update

Councillors noted the report sent by the Trustees, which includes; Following on from their nomination for Plunkett Rural business awards, in the category of Keeping it Local award "for going above and beyond to strengthen their local economies by prioritising local suppliers, services and partnerships" They are proud that out of 80 nominations, they are one of the finalists. The ceremony is on 2nd July in London; the yearly Community Fund grants of £300 has been given to the following local community groups. * Trawden Celtic "Reckers" football team, children aged 3 -5 - grant for football equipment, *Trawden Community Wildlife Group - grant for creation of 20 Swift nest boxes, *Trawden Forest bowling club. - grant for railings, *Trawden Forest Garden and Scarecrow festival. Grant for promotional banners and posters, *St Marys Church. Grant towards cost of installing new lights in the church nave, * Trawden Girl Guides - Grant towards summer events, * Trawden in Bloom - Grant for solar cameras for Owl boxes, * Trawden Sheddars- Grant towards expansion for a modelling workshop, *Trawden Forest Community Primary School Gardening club. Creating a living fruit wall - Espalier Apple Tree Hedge.

8. Residents Issues – None present.

9. Neighbourhood Plan

- a) Councillors noted the minutes of the last meeting of the Steering Group held on 17th June. It was resolved that the Clerk would complete the land registration forms for the area at Harambee Surgery. The Parish Council has been maintaining this area for over 17 years. It was suggested that the smaller call for sites maps be added to the website. The Clerk will upload these.
- b) Councillors noted that Cllr Foulkes now has access to the Parish Council website in order to amend, as necessary, the Neighbourhood Plan Review page, only.
- c) An informal public consultation took place at the Garden Festival. It was very well attended by residents who asked a variety of questions. The Clerk thanks Cllr Foulkes and Mrs Foulkes for assisting with the preparation of displays, and to all Councillors who covered sessions over the weekend. The consultation will remain open until Wednesday 15th July.
- d) Councillors noted that Cllr Adrian Foulkes, Mrs CHJ Foulkes and subcommittee member, Christopher Wilding have declared a pecuniary interest in a site put forward in the Call for Sites request. The Clerk will issue the Dispensation forms to all Councillors who have declared an interest in this and any other subject.
- e) Councillors noted that Neil Watson, Pendle Borough Council Planning Manager has arranged for a meeting with Growth Lancashire regarding the appraisal of the Conservation Area. This meeting is taking place on 13th July 2026.

10. Planning Applications - APPLICATION: 26/0408/HHO PROPOSAL: Full: Demolition of existing conservatory and the erection of a single storey rear extension with roof lantern.AT: 3 White Lee Avenue Trawden Lancashire. Councillors have no objections to the proposals within this application.

11. Ball Grove

- a) A representative from Newhey Interiors, the designer for the building renovation at Ball Grove attended the meeting due to the issues being constantly faced whilst applying for planning permission. It appears to be that the additional of external toilets is causing additional work and costs. Cllr S Cockburn-Price will see if she is able to have any influence on the requirements to get the application verified. An Extra Ordinary Meeting will be scheduled for 16th July, 12noon in the Parish Council office to decide how to move forward with this renovation as to whether the current plans to include an additional toilet block to the rear will still go-ahead or whether toilets will be moved inside the building. Newhey Interiors supplied drawings for both options.
- b) Councillors noted that the Lancashire Environment Funding bid was not successful. The Clerk has received confirmation that the Lottery bid was successful and has already received £20,000 towards the building renovation costs.
- c) Councillors note that the Clerk has ordered the bat surveys for Ball Grove with the last one taking place towards the end of July. Once the report is received the final planning application can be completed.
- d) Councillors noted that the Water Safety Boards are in production, and the information has been approved for uploaded onto the Lancashire Fire and Rescue portal so it is available should there be any incidents. **11/2026**

- e) Councillors noted that the tender for the refurbishment of the toilet has been distributed. Closing date for receiving bids was 24th June 2026. Only one bid has been received. It was resolved that the closing date be extended to 13th July and be added to the Extra Ordinary Meeting agenda for discussion as to how to move forward with the bids for this project.
- f) It was resolved that the Clerk would order the amended green pedestrian/cycling signs for Ball Grove. 10 required at £10 each, self-adhesive. Locations to be determined when received.
- g) Cllr Spencer advised that costs will be available soon regarding the repairs required on the building at Ball Grove to alleviate the damp issues within the café. This will be added to the Extra Ordinary Meeting agenda.
- h) It was resolved that Chair Holmes will request that Friends of Ball Grove source a suitable bench for the concrete area across from the playground and send the details to the Clerk. The Parish Council will purchase the agreed bench and invoice Friends of Ball Grove for half of this cost.
- i) It was resolved that the lining of the Keighley Road car park would not be included in the 2027/8 budget and this would be closed.
- j) Councillors noted that the volunteer day for the proposed removal of the steps from the top car park at Keighley Road took place on 28th June. Due to erosion of the mapped footpath, it was decided that the steps would be repaired as needed and remain in situ. Further conversations with the Parks Officer have revealed that there was a lot of comments regarding these steps and how much they are used. The Officer has proposed a further working day to properly ensure that the steps are safe. It was resolved that Councillors would support this decision to encourage users of the park.
- k) Councillors noted that the Clerk has invoiced the café tenant for the annual cost of half of the building insurance. This has been paid.
- l) Councillors noted that the Green Flag Awards ceremony is to take place on 14th July. Cllr Jolley and the Clerk will attend along with two representatives from Friends of Ball Grove.
- m) It was resolved that the Risk Assessment for Ball Grove be re-adopted.
- n) It was resolved that the Clerk will place a purchase order for the Fire Risk Assessment at the café at a cost of £395 + VAT.
- o) It was resolved that the request to hold activities on the Park by Lancashire County Council over the summer be approved. The Clerk to inform the group.

12. Parish Council Clerk

- a) Following the report from the Clerk regarding an unlawful decision that was taken in the absence of the Clerk, at the June meeting where it was decided that the new Admin Assistant would report to the Parish Council. It was resolved that the new Admin Assistant will report direct to the Clerk. Cllr Watts asked for a recorded vote on this matter, Cllr's Holmes, Osborne, Yacoub, Beswick, Spencer and Hodgson voted in favour of the recommend change; Cllr Watts objected to this, and Cllr Wiggins was unable to vote due to his declaration of interest.
- b) It was noted that the interviews for the Admin Assistant had taken place and Suzanne Folley has been appointed on an initially temporary contract for 5hrs/wk. Start date 30th June 2026.

13. Lanehouse Lane Playground

Colne Youth Action Group have visited the playground to see what options they can offer for some sessions on a Thursday evening. They will come back with costs and plans. Once the sessions have been agreed, Councillor Jolley is delivering an assemble on 16th July at school. Cllr S Cockburn-Price has spoken to Colne Youth Action Group who advise that they are currently liaising with the Diocese of Blackburn regarding the additional land.

14. War Memorial

Councillors noted that the Clerk has ordered the deep pointing and grouting of the pavours around the War Memorial. These works are due to be completed towards the back end of August. Cllr Beswick requested that 'Cleaning Schedule' be added to the agenda.

15. Woodland off Skipton Road

- a) Councillors noted that the Clerk has asked the Tree Officer of the possibility of a Woodland Order on the site and it has been confirmed that there are no costs involved. The Tree Officer advises that this is worthy of an Order but, whilst it is still in the ownership of Lancashire County Council, no Order can be put on it.

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- b) Councillors noted that the indicative sale value for the woodland only is between £20,000 and £25,000.
- c) Councillors noted the report from the Trawden Community Wildlife Group and responded to their queries. Lancashire County Council will not transfer the yard but will provide access, as required for maintenance on the site. The group can apply for up to £750 of grant funding from the Parish Council each year and funding may also be available from Colne and District Committee.
- d) It was resolved that the Parish Council will take the 125 year lease and associated costs with doing so, from Lancashire County Council which includes the Woodland off Skipton Road and the verges to the front of Bankfield Street and Gladstone Terrace. The Clerk to confirm this to the County Council.

16. Recreation Ground

- a) The proposal for the upgrade of the shower areas, toilets and hot water system was presented at the meeting by Ryan Waine, a member of the subcommittee. The areas have been designed for a large range of users and to allow scope to extend in the future to accommodate all types of leisure groups in the Parish. The Clerk to arrange a meeting with all user groups on 20th July at 7pm.
- b) Councillors noted that a meeting with Pendle Borough Council to look at the water pipe will take place on 10th July 2026 with Cllr Hodgson being present.
- c) Councillors noted that Cllr Foulkes will complete a review of any issues on the Recreation Ground so that these can be submitted to Pendle Borough Council for repair before any final transfer takes place, once agreed.

17. Christmas Tree

Cllr Beswick reported that the supplier recommended cannot accommodate any additional trees for this year. Cllr Hodgson will see if he can source an alternative from somewhere in the village and the Clerk will see if she can source one from the supplier of the planted tree at Cotton Tree. It was also suggested that white lights be hung from the trees on site and the small, planted tree would be lit as well as *the* Christmas Tree.

18. Trawden in Bloom

- a) Councillors noted the budget situation as: budget £2500 +£1690 sponsorship– spent £1455.31= £2734.69.
- b) Councillors noted that the compost has been ordered and delivered to Trojan Plant Equipment for ease of delivery to the team's allotment. The cost has been taken from the ringfenced budget allocation. The Clerk thanks Cllr Spencer for taking this delivery.
- c) Councillors noted that the judging for North West In Bloom will take place on Friday 10th July 2026. It was resolved that lunch will be provided for the judges and a number of volunteers at a cost of £93.50. This will be taken from the Trawden in Bloom allocated budget. Cllr Osborne thanked the Clerk for organising this at short notice.

19. Enhanced Countryside Access

It was resolved that the Parish Council will opt in to the Enhanced Countryside Service again this year at a cost of £2157 + VAT.

20. Garages

Councillors were asked to consider a report from the Clerk regarding the use of Parish Council garage sites. Any decision on this would have an impact on the Council's income for 2027/8. It was resolved that this be deferred to the August meeting so councillors to do their research on this

21. Policies

It was resolved that the policies for Training and Development, CCTV and Publication Scheme be re-adopted, along with the amended Risk Management Register and the new AI Policy.

22. Councillors to note/comment on the following items:

Calderdale Energy Park - Councillors noted that the Clerk has submitted the Parish Council's response to the statutory consultation. The Clerk thanks Cllr's Foulkes, Jolley and Yacoub for their input.

Bowling Club – Members of the Bowling Club attended the Executive meeting in May and reported back to the Clerk that the transfer of services team will be in contact over the coming months with regards to any potential transfer of the site.

Bus Shelters -The Clerk has been advised that the bus shelter at the community Centre should now be installed by

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the end of July. The Parish Council is not permitted to install the notice board on the new bus shelter. The Trawden Community Centre Trustees have agreed that posts can be installed next to the bus shelter. It was resolved that the Clerk would purchase posts at a cost of £195.55 to install the notice board.

Playground Inspections – Councillors noted that Pendle Borough Council have arranged the annual RoSPA playground inspections at a cost of £74.55 + Vat each for Ball Grove and Lanehouse Lane playgrounds.

Remembrance Day – Councillors noted that the Clerk has received the road closure legal details from Mr Monk and the application to close the road for the Parade has been submitted to Pendle Council for approval.

CCTV at Wycoller – Councillors noted that the annual service of the CCTV system has been carried out.

Parish Council Chains and Spade - Councillors noted that the Community Centre Trustees have approved the storage of the Chains and Spade in the centre. It has been suggested that these be located in the secure storage area. The Clerk is in contact with Pendle Borough Council to ensure they are happy with this suggestion and will source a suitable cabinet for these.

Pendle Borough Council Legacy Fund – Councillors noted that the Clerk has signed the agreement between the Parish Council and Pendle Borough Council for the payment of the £8700 legacy fund. This will be used to fund part of the in-review, Neighbourhood Plan. Funds now received.

23. Correspondence – Community Centre – Councillors noted and confirmed the new ‘Conditions of Use’ of the Community Centre and confirm that they agree with the contents.

24. Ongoing

The Green at Well Head – The Clerk is looking at the forms required for the first registration of the land. Cllr Foulkes to supply a red-lined map for inclusion with the completed forms.

25. Finance

- a) Councillors noted the attached first quarter budget situation.
- b) Councillors noted that the Clerk has contacted people on the waiting list for planter sponsorship and will arrange invoices/stickers etc once all planters are taken.
- c) Councillors noted that the notice period for the exercise of public rights to inspect the Parish Council’s accounts for the accounting period 1st April 2025 to 31st March 2026 runs from 2nd June to 14th July. All completed, internally audited and signed Annual Governance and Accountability Return documents have been submitted to the external auditor and a response will be received by 30th September 2026.
- d) To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£882
Andrew Crawshaw – Grass Cutting Contract - June	£525
Clerk Expenses – June	£12.60
Clerk’s Additional hours	7.5 hours
Reimbursement to Clerk for Wi-Fi and electricity usage - monthly	£10
Pendle Borough Council – Enhanced Countryside Access Scheme + VAT	£2157
Itus Security Systems – Wycoller CCTV annual payment (+ VAT)	£680
<u>Items paid under delegated powers</u>	
Bank Charges	£18.20
Website and email package (inc VAT)	£15.60
Community Centre Trust – Electricity for May (+ VAT)	£8.03
LBS Compost for Trawden in Bloom + VAT	£20.80
Mandeleigh Plants + VAT	£828.92
Breakthrough Communications – training for Cllr Jolley	£20
Farnworth Rose Solicitor	£142.80
British Gas Electricity for Ball Grove + VAT	£280.46
British Gas - Gas for Ball Grove + VAT	£59.13
Leo Brightley – sweeping of Ball Grove car park	£54
Temporary Admin Cover	£131.81
RHS Plants – compost for Trawden in Bloom	£488.59
Trawden Garden and Scarecrow Festival – scarecrow sponsorship	£20 *
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rCOH O'Neill Homer Consultants – production of modified NHP (+VAT)	£2000
Information Commissioners Office annual fee	£52

*Councillors to note that the agreed funding would be £30 but this has been reduced by the Garden Festival Committee as they are recycling items used last year.

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) **Café lease** – Councillor Spencer has spoken to the café tenant, and the outstanding item has been agreed in principle providing a draft proposal of partnership working explaining our intentions to include the cafe in the continuation of the running of ball grove. It will not be a legally binding contract. The Clerk to put a proposal together.

The Clerk left the meeting 9.03pm

- b) **HR** - A councillor raised an issue in regards to HR within the council. It was agreed that no further actions should be taken and all issues were resolved.

Meeting closed 9.36pm

Next meeting Monday 3rd August 2026 - commencing at 7pm at Trawden Forest Community Centre, Church Street, Trawden.

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