



Members of the Council are summoned to the Parish Council meeting to be held on Monday 13th May 2024, 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 8th April 2024 (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)**
 - The Parish Council eagerly awaits the proposals for the double yellow lines at Hollin Hall, changes to the top of Church Street and how to rectify the issue of egress from Boulsworth Drive from Lancashire County Council.
 - CClr Purcell to update the Council on any progress made with the request of using LCC land at the side of Trawden Road, for additional residents parking and the holes in the wall at Skipton Road.
5. **Borough Councillors Update - for information only (5 minutes)**
 - Cllr S Cockburn-Price to update the Parish Council on the current matters.
6. **Community Centre Trustees Update (2 minutes)**
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)**
 - Budget £2500 + income £1270 - spent YTD £383.67 = Balance £3386.33
 - Councillors to note that the Clerk has ordered the compost for the group and it is stored for them to take as required.
9. **Clerks update (2 minutes)**
 - Councillors to note the Clerks Report, as attached.

10. Ball Grove**(20 minutes)**

- a) The Clerk thanks Cllr S Cockburn-Price and Cllrs Barritt and Holmes for attending the grot spot walk. Cllr Pate did not attend. Councillors to consider if and how to action the points identified, as per the attached report. It was noted that the track through the Park is much better now the holes have been filled with stone.
- b) Councillors to decide on the final intended use for the building once works are completed.
- c) The electrician has been advised that they have been successful. Contracted to IPower North West Ltd.
- d) The Clerk asks Councillors to make decisions on the attached questions regarding the electrical works at Ball Grove.
- e) The Clerk has advised M&S Joinery that they have been successful in supplying and fitting the windows. Windows on order.
- f) Councillors to note that the Green Flag inspection took place on 23rd April. Results are usually August or September.
- g) Councillors to decide when to start looking at the café lease. Current one expires on 31st October 2025.
- h) Councillors to note the attached Friends of Ball Grove minutes meeting and progress report.
- i) The café tenant advises that her extractor fan hasn't been working correctly, so she thinks it could be a contributing factor with the damp issues being experienced. This has been rectified and the Clerk has agreed that she will wait to hear from the tenant before any action is taken on an independent investigation.
- j) Councillors to consider the request from Friends of Ball Grove to continue with the Green Flag application in future years.
- k) Councillors to consider the attached request from Friends of Ball Grove for works they would like the Parish Council to undertake on the Park.
- l) The Clerk presents the three estimates received for the gas works at Ball Grove. Councillors to decide which estimate should be approved and the contract awarded to.

11. Launch event for NHP**(5 minutes)**

Cllr Osborne to update the Council on the ideas for the re-launch of the Neighbourhood Plan amendments that have been agreed.

12. Map of Parish**(4 minutes)**

Cllr Jolley to update Councillors on the progress of this project. Cllr Jolley to create the maps, Cllr Holmes to print then Cllr Jolley will laminate. Each Councillor to mark the assets, yet to be agreed, on each copy of their maps when available.

13. Lanehouse Lane Playground**(5 minutes)**

The screening has been received by the resident, but they advise they would like something different, so will order and pay for an alternative.

14. Garages and rear of Cotton Tree Lane**(3 minutes)**

The cost for removing the asbestos between garages at Lambeth Street is £300. The Clerk requests that Councillors agree so removal can be arranged.

15. Policies**(5 minutes)**

Councillors to consider the re-adoption of the attached Financial Regulations Policy.

16. Request for new litter bin**(4 minutes)**

A resident has requested that the Parish Council consider requesting a new litter bin at Harambee Surgery. It appears to be a place where a lot of litter and cigarette ends are dropped and the resident regularly picks this up.

17. Portrait of His Majesty, King Charles III

(2 minutes)

As a Local Authority, the Parish Council was permitted to request a portrait of King Charles III. The Clerk has received the portrait and asks Councillors to agree to gift it to the Community Centre Trustees for display in the Centre.

18. Beat the Street

(3 minutes)

The Clerk has received information regarding an initiative from Pendle Leisure Trust called Beat the Street. Councillors to consider the attached information and decide whether to invite Chris to the June Parish Council meeting.

19. Request for a poetry plaque for the War Memorial

(3 minutes)

Councillors to consider the request from Lily Southworth to have her attached poem recreated onto a plaque and put on display next to Jack Greenwood's at the War Memorial.

20. Bus Terminus – Lanehouse Lane

(3 minutes)

The Clerk has advertised the works on the stone edgings at the bus terminus and received one quote – as attached. Councillors to decide the next steps.

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

APPLICATION: 24/0253/HHO PROPOSAL: Full: Erection of a single storey rear extension to form an office. AT: Stunstead Croft Stunstead Road Trawden

22. Correspondence

- Councillors to note the attached response received from Lancashire County Council regarding parking charges at Wycoller Country Park.

23. Items for Councillors to note – no discussion required

- Aisled Barn at Wycoller - No updates received as yet.
- Lancashire County Council – Councillors to note the attached update regarding the outstanding repair issues. The map showing the drain on Burnley Road was submitted to them on 9th April 2024.
- Lancashire County Council - Councillors to note the attached response regarding the holes in the wall at Skipton Road.
- Repairs to Public Rights of Way – Councillors to note the attached report received from Pendle Borough Council detailing the repairs carried out to the Public Rights of Way within our Parish.
- Councillors to note that the owner of Parson Lee Farm has appealed his refused planning application. Planning Appeal: Parson Lee Farm Wycoller Road Trawden Proposed Development: Full: 4 no. visitor accommodation pods and associated facilities, parking and landscape. Planning Inspectorate Ref: APP/E2340/W/23/3334420 Local Authority Appeal Ref: 23/0035/AP/REFUSE Planning Application Ref: 23/0323/FUL.
- Parish Council Vacancy- The Clerk has advertised the vacancy for the Trawden area and currently there have been no firm applications. The Clerk to re-advertise.

24. Finance

- The Parish Council insurance is due. Councillors to consider the two quotes received as attached and decide who be the chosen insurer.
- Councillors to note that the Clerk applied for the VAT refund for 2023/4 and the payment has been received.
- Councillors to note that the first precept payment has been received.

To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£31.85
Lengthsman hours for April	£688.50
Lancashire Association of Local Councils annual subscription	£521.26
Andrew Crawshaw – Grass Cutting Contract	£350
Reimbursement to A Crawshaw for weed spraying chemicals	£210.97
Mileage allowance B Robinson Trawden in Bloom Training	£45.90
Annual Enhanced Countryside Services (+VAT)	£2157
Annual Parish Council Insurance	
Community Centre Trustees – Electricity for office (+ VAT) paid	£13.51
Colin Braithwaite Excavators Ltd (Trawden Road bus shelter) + VAT (Paid)	£2410
Contribution to the replacement plaque at Recreation Ground (paid)	£204.60
Whitesides Tree Care – removal of tree at allotments (paid)	£400
SEFE Gas – gas supplied at Ball Grove (paid)	£175.40

Next meeting Monday 3rd June 2024, commencing at 7.00pm.