



**Members of the Council are summoned to the  
Parish Council meeting to be held on Monday 2<sup>nd</sup> October 2023, at 7pm  
at Trawden Forest Community Centre**

**Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO**

**1. To elect a Chairman for this meeting**

Councillor Hodgson sends his apologies for this meeting. Councillors to resolve who will be Chair.

**2. To approve Apologies – Cllr MacDonald, Cllr Hodgson, Cllr Watts**

**3. To consider and approve the Minutes** of the Parish Council meeting held on 4<sup>th</sup> September 2023 (enclosed).

**4. To receive Declarations of Interest**

Members are to be reminded of the requirements of the member Code of Conduct concerning the Declaration of Interests.

**5. County Councillors Report - for information only (5 minutes)**

- The Senior Engineer at Pendle Borough Council is returning to work. Lancashire County Council to arrange an on-site meeting including the Parish Council.

**6. Borough Councillors Update - for information only (5 minutes)**

- Cllr S Cockburn-Price to update the Parish Council on the dog fouling route and any progress that has been made.
- Councillors to note the attached summary of Colne Youth Action Group activities and updates from Cllr S Cockburn-Price.

**7. Community Centre Trustees Update (2 minutes)**

**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.*

- Mr J Chipchase requests a 5-minute slot during this part of our meeting, to speak about the recent planning application comments.

**Chairman to reconvene the meeting.**

**9. Trawden in Bloom. (4 minutes)**

- Budget £2500 + income £1405 - spent YTD £1962.26 (inc planned works) = Balance £1942.74.

- Trawden in Bloom have been invited to the prize giving ceremony in October, and ask that the Councillors consider supporting their request for up to 5 attendees at £15 per head.

**10. Clerks update (2 minutes)**

- The Clerk has accrued 8hrs in additional working hours and £13.50 in expenses. Councillors to consider paying the Clerk for these.
- The Clerk reminds the HR Committee that her annual appraisal is due in October, and that a date be arranged with members of that committee.

**11. Councillor Vacancy (2 minutes)**

The time for an election to be called by the residents will have passed by the meeting. If no election has been requested, the Clerk to advertise for a co-opted Councillor to fill this vacancy.

**12. Lanehouse Lane Playground (3 or 7 minutes)**

- Consultation Results – Only 10 responses received. The Clerk asks that Councillors agree to an extension of the deadline in the hope there are further responses.
- Councillors note the summary of the annual independent inspection, as attached.
- The Clerk has met with Let's Play Everywhere, from Nelson who are giving a ball-park quote and some comparative alternatives for equipment.

**13. Ball Grove (4 minutes)**

- The Clerk presents to the Council, the final transfer document for Councillors to ratify before it is officially signed and returned to the Solicitor.
- Councillors to decide whether to pay for indemnity insurance for the expired land searches at £78.40 for the land or £89.60 for the land and building.
- Leo Brightley submitted a quote of £245 to paint the barrier at the entrance to the car park from Winewall Lane. Councillors to note that the Borough Councillors agreed to fund this and the Clerk has ordered the works.

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

Attached is the proposals form for this event. Councillors requested to fill the voids where required, for assistance.

**15. Trawden Forest Neighbourhood Plan (5 minutes)**

- The Clerk has done some research and recommendations for O'Neill Homer and Kirkwells Planning Consultancy have been put forward. Councillors to consider whether the Clerk contacts one, or both, of these to see if they are interested in working with the Parish Council for updating the Neighbourhood Plan with a Design Code and Environmental Issues.
- Once the Consultants have engaged with us and they have agreed to take this task on, Councillors to decide who head the initial meeting and potentially chair the NHP Committee going forward.

**16. Grot Spot Walk (3 minutes)**

Reminder that the Grot Spot walk is on Saturday 7<sup>th</sup> October. Meet at 10am at Harambee Surgery.

**17. Email addresses (5 minutes)**

Councillors to consider and approve, or otherwise, the switch to Councillor specific email addresses. See attached document guidance from the Information Commissioners Office.

- 18. Jam Pan Plaque (3 minutes)**  
Quote received for the new plaque. Councillors to decide which layout is preferred and approve the artwork and cost, or otherwise.
- 19. Grants (5 minutes)**  
Trawden Celtic Football Club submits the attached bid for a grant from the Parish Council. Councillors to consider this request.
- 20. Donations (4 minutes)**  
Each year, the Parish Council donates to the charities, as attached. Councillors to consider this list and decide whether to give an amount to them and to include any other charities.
- 21. Safeguarding Officer (3 minutes)**  
As Melva Burton is no longer a Parish Councillor, a new Safeguarding Officer needs to be appointed. Online training will need to be sought for this. Councillors to consider who this will be.
- 22. Benches in the Parish (2 minutes)**  
The Clerk has used her delegated powers to request that Leo Brightley paint the benches where repairs have been carried out, as the Lengthsman is struggling to do this whilst the weather is fine.
- 23. Additional Local Green Spaces (2 minutes)**  
The Clerk has completed eight of the forms for the 14 additional Local Green Spaces and has received three back from Cllr Jolley. Cllr Pate's three forms still outstanding. Submission cannot be sent until all forms received back, completed.
- 24. Remembrance Day (3 minutes)**
- Councillors are reminded that the Remembrance Day Parade is on Sunday 12<sup>th</sup> November. The road closure has not yet been approved. If any Councillors are available to assist with traffic management, please let the Clerk know.
  - Councillors to decide who will lay the wreath on behalf of the Parish Council on Remembrance Day.
- 25. Trawden Road Bus Shelter (3 minutes)**  
The Clerk has noticed that the roof of the bus shelter at Trawden Road appears to need some attention. The Clerk has contacted a local company to undertake an inspection of this and recommend works required. In the meantime, Councillors to note the attached quote from a local business to replace the roof.
- 26. Planning Applications:** (link to view applications [Simple Search \(pendle.gov.uk\)](https://pendle.gov.uk))
- 27. Correspondence – None**  
Councillors to note that 'PART OF PUBLIC FOOTPATHS 82, 83 AND 88 TRAWDEN, PUBLIC FOOTPATH DIVERSION ORDER 2013 (VARIATION) ORDER NO. 1 2023. On 18 September 2023 The Borough Council of Pendle confirmed without modification the above order made under section 326 of the Highways Act 1980.' At Lower Naze End Farm.

## 28. Finance

To approve, or otherwise the following payments:

Clerk's expenses - Mileage	£13.50
Clerk's additional hours	8 hrs
Lengthsman hours x 66hrs	£1122
Grass Cutting Contract x 2	£350
Trawden Forest Community Centre – Office Electricity (paid)	£2.17
Pendle Borough Council – Annual Independent Playground Inspection (+VAT)	£65
Leo Brightley – painting benches at Playground (£206) and cleaning Victorian Toilet (£40)	£246

- Councillors to note the half year budget situation, as per document attached. Cllr Watts to arrange the quarterly inspection of the accounts, as per the Financial Regulations.
- Councillors to note that the next payment of the Precept is due on 30<sup>th</sup> September 2023.

## 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.

**Next meeting Monday 6<sup>th</sup> November 2023, commencing at 7.00pm.**