

# **TRAWDEN FOREST PARISH COUNCIL**

## **Minutes of the Meeting held on Monday the 2<sup>nd</sup> July 2007**

**Meeting started 7.05pm**

### **Present-Parish Council**

Chairperson	Melva Burton	Vice Chairperson	Barry Hodgson	Councillor Gillian Greenwood
Councillor	Ian Hartley	Councillor	Ruth Crompton	Councillor Raymond Clough
Councillor	Beverley Robinson	Councillor	Emma-Jane MacDonald	Clerk Adele Waddington

### **Also Present**

David Pollard-Press Representative, Mark Gardner-Trawden Community Group, Cllr Violet Vaughan  
PC Mark Whitehead, PCSO Robert Beck, Alison Clay, Mick Baker, Cllr Mike Calvert, Mick Watson, Kath Monk, Kelly, Mandy, Lynn Slater – Residents from Trawden, Billy Lyell, Arthur English

### **Apologies**

Councillor Adrian Foulkes

### **Minutes**

The minutes of the meeting 14<sup>th</sup> May 2007, were approved and signed correct.

Proposed by Councillor Hodgson, seconded by Councillor Hartley

### **Declaration of Interest**

Parish Council were reminded of the requirement of the member Code of Conduct concerning the declaration of interests. Councillor Foulkes declared an interest at the Ighamite Graveyard at Winewall. Re a quote submitted. AW to chase The Annual Internal Audit has been returned by Betty Taylor (Foulridge Parish Clerk) and all is satisfactory with this audit.

### **Police Matters**

- A Camper van has been stolen from Chelsea Garage, Trawden
- Len Kershaw, a retired Traffic Warden, has his car broken into on Wycoller car park on 7<sup>th</sup> June 2007.
- The fire at Church View is still being investigated as it is arson.
- There was criminal damage at 7 Bank Street, where a brick was thrown through a downstairs window of a house.
- On Back Street, Cottontree a vehicle has been scratched on either 17<sup>th</sup> or 18<sup>th</sup> June 2007.
- A report of some offensive language on the website Youtube has been reported to PC Whitehead as it was a village resident. This has not been reported of a crime.
- A member of the public has received a letter from the Post Office to advise that their mail was being re-directed. The resident has not requested this and PC whitehead has asked for an application of information to trace the source of the request.
- Another SID sign has been requested but it has been rejected.
- Alarms were requested for members of the Neighbourhood watch scheme, but this has been rejected.
- The SID sign requires 24 hours charging and will provide 4 days of service.
- There is some graffiti at Hollin Hall development. This has been reported as Criminal damage. An abusive word has been sprayed onto the mill. PC Whitehead has a witness for this and is following it up.
- There has been a report of drunken youths at Ballgrove/lake area and in Millbrook Court. PC Whitehead has issued 5 penalty notices already. There are increased patrols on the area including Winewall and LBS. An audit was done in the area but not much was found.
- PC Whitehead will be unable to attend the next meeting. PCSO Beck will attend on his behalf.
- A 'Don't do damage' campaign has been presented to year 6 students at Trawden School.
- The Housemartins at Hollin Hall Mill are a protected species and their nesting environment cannot be altered or adjusted until the end of their nesting season which is the end of September. No work is being carried out until this time and PC Whitehead reported they were very helpful on-site.
- PC Whitehead has 100 vouchers to attend a sporting activity at Pendle Leisure Centre for the children of the village. Please request these directly from PC Whitehead.

PC Whitehead and PCSO Beck left the meeting 7.55pm

### **County Councillor Mike Calvert**

- Lancashire County Council is operating Summer Nights again. On Friday, Saturday and Sunday, there are extra patrols in the area to ensure no criminal damage is taking place. Cllr Mike Calvert to send Melva Burton a copy of Summer Activities to advise what is happening in the area over summer.

- CClr Mike reported that the white lines at Cottontree, Heifer Lane and Rock Lane had all now been re-done. The contractors using Rock Lane will pay for the tarmac at the bottom to be replaced and re-lined.
- CClr Mike Calvert is not happy with the enforcement restrictions, road cleaning and road surface on Hollin Hall. The Chief Planning Officer is to have a walk-round on site. CClr Mike is following these up and will report at the September meeting as he is not available at the August meeting.
- A car has hit a grid on Hollin Hall where the road is subsiding due to contactors vehicles. As a temporary measure, some tarmac will be delivered, and full repair will take place at the expense of the developer when appropriate.
- Any charges for Trawden Show have now been waived.
- Hollin Hall residents have requested a playground but unfortunately £19,000 has already been spent on the playground at Car Head.
- CClr Mike has attended a function with the aim to keep children off the streets. He can arrange for a speaker from the Lancashire Boys Association to attend a meeting to promote the Army Cadets and Sea Cadets in the village.
- The Youth Officer from LCC can also attend to give 15 minute presentation. It was suggested that this was a separate event to the Youth Club which LCC Youth workers run.
- CClr Mike Calvert left the meeting at 7.55pm

### **Residents Issues**

- Kelly, Kathryn and Mandy all still have concerns about the playground on Car Head. They feel it is not adequate and the new equipment is not suitable for children under 4 years of age. This is up to EEC standards. They feel there is a lot of wasted area when the new equipment is. The new matting is already going green and slippery. The seating area is being relocated and the concrete will be a hazard once the seats are removed. They will contact Cllr Violet Vaughan directly who will do a site visit to understand the concerns. The bulk of the refurbishment money was supposed to be on drainage, but there seems to be no improvement. CClr Mike has advised that he can attend a meeting with them if they require.
- Lynn Slater is concerned about speeding on Colne Road. She feels Carry Lane is used as a 'rat run' when the Sid sign is in use. A 'Local use only' sign was suggested or 20mph to be put in place. This is not viable as it is an A road. Alternatives suggested by CClr Mike Calvert were rumble strips or speed bumps, but there would need to be a full resident's agreement to either of these measure. CClr Mike Calvert will supply an advisory sign reminding people it is 30mph area.
- Arthur English attended on behalf of the Garden Festival and would like to thank Pendle Council for weeding and grass cutting before the weekend of the festival. AW to send letter.
- Billy Lyell wondered if his quote for grass cutting had been considered yet. We have 2 quotes, but another is required. Pendle Council currently cut the grass. This will be discussed at the next meeting. AW to send interim letter to advise further quotes are being pursued.
- Mick Baker would like to thank the Parish Council for their support in the expansion of his business. There were 3 negative articles in the paper, but this has all now been resolved.

### **Matters Arising**

Adele Waddington was formally introduced as the new Parish Clerk.

It was proposed by Cllr Hodgson and seconded by Cllr Robinson that Adele Waddington should also be appointed as Treasurer. Put to vote – 9 in favour.

### **Change of Signatories for Bank Account**

There needs to be a change of signatory for the bank account. Cllr Burton, Cllr Hodgson and Adele Waddington will all be signatories. Change of details form complete and AW to take to bank.. Confirm the Cllr Burton and Cllr Hodgson when returned. 2 forms of identification required.

### **Register of Interest forms**

The Register of Interest forms were distributed to all councillors which must be completed and returned at the meeting on 6<sup>th</sup> August. With these, the Code of Conduct booklets were also distributed.

### **Signs for Wellhead**

No progress. Next Agenda

### **Wheels Park for Trawden**

No report yet received from the Borough of Pendle-Parks Department. Next Agenda.

### **Victorian Toilet –Skipton Road**

It was agreed that Cllr Clough will paint the end panel, but it is green. Once this is done, Cllr Hodgson will then re-paint it

all black. There were some gold areas on the panels originally. AW to ask Mark Caffrey to re-quote on doing the gold only when original picture received from Cllr Greenwood.

### **Trawden Forest Parish Stones**

The new stone is now in place at Cottontree. Cllr Clough will move the one from the old Post Office at Cottontree on Saturday morning to its new area. He received comments on how good the stones looked. It was suggested that we could try and get a photo opportunity with the Colne Times. Cllr Crompton, Cllr Clough, Cllr Burton, Adele Waddington and Karen Galvin would all be invited to take part. David Pollard to contact Cllr Burton to arrange.

### **Street Signs in Trawden**

It was agreed that the village would be split between the Councillors to determine which signs need repainting. Cllr Burton will do Cottontree and Winewall, Cllr Crompton and Cllr Robinson will do Colne Road, Back Lane, Cllr Greenwood will do from the bus terminus to the end of Hollin Hall, Cllr MacDonald will do from the Church down the village as far as she can, Mark Gardner will do from Church View to the terminus.

### **The Parish Plan**

Nothing to report

### **Festive Decorations**

Mike Calvert has some funding for Christmas decorations. He has suggested fixing brackets to shops for Christmas trees to be fixed to. What money is available? AW to write to Pendle Council to advise we are looking to erect 6 trees around the village and we would like help with the installation, cost of trees and cost of electricity.

Violet Vaughan has asked Colne in Bloom if they are interested in helping out with the Festive Decorations, but they have declined.

### **Colne Area Committee**

Cllr Hartley attended the meeting. Neil Watson spoke about the Private hire vehicles by Mick Baker, but this is all now rectified.

Ursulas Chapel will be discussed at the next meeting on 5<sup>th</sup> July 2007, and it is proposed to be passed.

### **Notice Board at Cottontree**

It has been noted that the notice board at Cottontree is difficult to access. It was suggested that AW purchase a set of steps in order to reach the board without climbing on the wall.

### **Parish Matters**

- At the Poetry Garden, the plaques need the lettering replacing. AW to write letter to suppliers of original plaques and pass to Mark Gardener. He will take to supplier to see what they can do.
- There are concerns over the actual footpath from Skipton Road up to Gladstone Terrace where Dale Contactors have put in the road. AW to write to Tom Partridge to assess the suitability of the existing footpath signs.
- AW to write to Garden Festival organisers to thank them for everything they did and on the success of it.
- AW to report the gas leak at the bottom of Rock Lane to Transco.
- Mark Gardner will organise a table at Trawden Show again. AW to drop off items at Mark's house.
- The area at Weavers Court has now been rectified
- The path down the side of Scar Mount has been blocked off by the builders. The area at Chelsea Bake House is not safe for the children using it to and from school. AW to write to Building Control to request a risk assessment in the area.
- Cllr Clough has received some comments from the residents of Cottontree about the wagons parking on the side of LBS. They currently turn onto Cavendish Street, up the rise onto the bottom of the old tram track, and park on the pavement at the side of LBS. It was requested that we look into getting bollards fixed at the entrance to Cavendish Street to stop this happening. AW to enquire.
- A new Parish Councillor is required. Cllr Robinson approached David Robertson who agreed to do it only if no-one else was interested. Article to go in Colne Times asking people to contact AW. Once they have done so, AW to request letter detailing why the applicant would like to do it.
- AW to contact Lancashire Highways. Hedges need trimming on Wycoller Lane and Spring Garden Villa's. Can they issue us with a Hedge cutting list earlier?

### **Correspondence**

- Card received Karen Galvin thanking all Parish Councillors for their gift.
- BACS Remittance Advice-17/05/07-Duty/VAT Repayment = £2105.45.

- Letter-01/05/07-The Standards Board for England-Re new code of conduct for member which will come into force from 3<sup>rd</sup> May 2007. It is important to note that not all parts of the model code are relevant to parish and town councils.
- Letter-04/04/07-Communities and Local Government-The Local authorities (Model code of conduct) order 2007 (SI No 1159).
- Letter-15/06/07-Borough of Pendle-Democratic & Legal Services- Declarations of Interests.
- Letter-24/05/07-Borough of Pendle-Democratic & Legal Services- Register of Interest Form
- Letter-01/06/07-The Standards Board for England-re standards Board for England guidance on the revised Members' Code of Conduct-Distributed to Parish councillors to be returned at next meeting
- Letter-14/06/07-Borough of Pendle-Parks and Recreation-  
Letter-31/05/07-Borough of Pendle-Operational Services-Re-Trawden Recreation Ground.
- Letter-04/06/07-Borough of Pendle-Parks and Recreation-Re Playground at Lanehouse Lane in Trawden.
- E-Mail-22/05/07-Borough of Pendle-Parks and Recreation-re Old Inghamite Graveyard at Winewall.
- Letter-05/06/07-East Lancashire NHS Primary Care Trust-Re Rurality Review Trawden
- Letter-13/06/07- East Lancashire NHS Primary Care Trust-NHS (Pharmaceutical Services Regulations 2005 Application by Mr S Abdullah for preliminary consent in the pharmaceutical list in Skipton Road Trawden. Cllr MacDonald will follow this up to confirm exact details. Next Agenda
- Invitation to attend local area committee meeting w/c 2<sup>nd</sup> July 2007.
- Lancashire Local – Pendle – 6<sup>th</sup> June 2007.
- Letter-25/06/07-Borough of Pendle-Mayor's Secretary-The Mayor has decided that during his year will walk the Pendle Way. AW to send letter to wish him all the best.
- Letter-26/06/07-Borough of Pendle-Mayor's Secretary-Parish Council meeting Wednesday 5<sup>th</sup> November 2007 To attend parish council meetings to meet the dedicated parish councillor who serve on them. AW to fill in attached form and return. Ensure the Mayor knows it is on Monday not Wednesday
- Letter-25/05/07-Relate Keighley and Craven-Relate Time to Talk.

### **Planning Applications**

- Letter-21/05/07-Borough of Pendle-Planning Dept. Re-Development Control principles supplementary planning document.
- Letter-21/05/07-Borough of Pendle-planning dept-Re Conservation area design and development supplementary planning guidance.
- Progress report from Lancashire Fire and Rescue Services for April 2006 to March 2007.
- Letter-24/05/07-Borough of Pendle-Chief Executive & Directors-Parish Review Local Government and Rating act 1997.
- Letter-29/05/07-Borough of Pendle-Chief Executive Policy Unit- Overview and Scrutiny Annual Report 2007.
- Letter-07/06/07-Borough of Pendle-Planning policy & Conservation-Re Pendle Local development framework (LDF) contact details update.
- Letter 18/06/07-Borough of Pendle-planning and building control-Pendle Partnership-You choose the future of Pendle.
- Letter 19/06/07 – Borough of Pendle – Housing Land availability. AW to complete and return on 3<sup>rd</sup> July. Location Land at Alder Hurst End Farm Hollin Hall Trawden BB8
- Location Germany Farm Wycoller Road Trawden BB8 8PZ
- Location Field No 3109 Lane Top Trawden BB8 8BU
- Location Briermead Lanehouse Lane Trawden BB8 8SN
- Location Winewall Farm Barns Winewall Colne
- Location St Ursula (chapel of ease) Cotton Tree Lane Colne
- Location 1 Meadow Bottom Cottage Hollin Hall Trawden Colne BB8 8PX

### **Finances**

The Statement of Accounts (Section 1) contained in the Annual Return for the year ended 31/03/07, presents fairly the financial position of the council and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31/03/07. Total =£13955.88 were seen by all members of the Parish Council.

Approved Councillor Hodgson, Seconded Councillor Greenwood. Put to vote 9 for.

Annual Governance Statement (Section 2) was discussed and all points were fully agreed by all councillors present.

### **Cheques Approved/Written and Signed**

The following cheques were approved by the Parish Council

Alison Clay Salary = £440.00 (May 2007/June 2007) Chq no 000702 issued to Mrs Clay

Alison Clay Expenses = £58.91 (Broadband and phone calls) Chq no 000703 issued to Mrs Clay

Borough of Pendle = £15.10 hire of community centre-14/05/07 Chq no 000705 posted by AW 3/07/07  
Hedgehog Florist No 38 = £30.00 (Flowers for the garden festival ) Chq no 000704 taken by Cllr Crompton

**Allotments**

One still to pay. Cllr Hodgson to chase

**Meeting closed 10.15pm.**

**Next meeting 6<sup>th</sup> August 2007, 7pm prompt**