



**MINUTES OF A MEETING OF COLNE TOWN COUNCIL
on Tuesday, 23rd January 2024 at 7 p.m. in the Council Chamber of Colne Town Hall**

In attendance: Cllr A. Bell (Vice-Chairman), Cllr A. Chamberlain, Cllr D. Clamp, Cllr D. Clegg, Cllr G. Clegg, Cllr P. Hannah-Wood, Cllr P. Howarth, Cllr A. Mann, Cllr M. Moffitt, and Cllr I. Robinson.

Officers: Ms. G. Langley (Town Clerk/RFO) and Mr. N. Cutler (Events, Facilities & Administration Officer)

Also in attendance: Cllr A. Sutcliffe (Pendle Central Councillor and Lead Member for Cultural Services and Skills for Lancashire County Council.)

1. Welcome

Due to the absence of the Chairman, the Vice-Chairman welcomed all to the January 2024 Full Council meeting of Colne Town Council.

2. Apologies

Apologies were received from Cllr N. Butterworth, Cllr D. Cockburn-Price, Cllr S. Cockburn-Price, Cllr D. Lord, Cllr H. Thomas, Cllr M. Thomas (Chairman), and Cllr B. Wildman.

The Council accepted the apologies received.

3. Declarations of Interest

To receive any declarations of interest from Members relating to any item on the agenda in accordance with the provisions of the Code of Conduct and/or indicate if S106 of the Local Government Finance Act 1992 applies to them.

Due to being a trustee for The Peter Birtwistle Trust, Cllr D. Clegg declared a non-pecuniary interest in Item 19 Planning Application Ref: 24/0008/FUL.

4. Minutes

To approve as a correct record the Minutes of the meeting held on Tuesday, 19th December 2023.

The Minutes of the meeting held on Tuesday, 19th December were accepted as a true and accurate record.

Proposed by Cllr I. Robinson

Seconded by Cllr M. Moffitt

Approved by Council.

5. Public Forum

To consider questions, statements, or petitions from members of the public who are welcome to the meeting and have a total, collectively, of 15 minutes to make their representations to the Committee.

No public were in attendance.

6. Finances

- a) To receive a schedule of payments from 13th December to 16th January 2024 for approval by the Vice-Chairman. (Decision required)

Following a short discussion, the Schedule of Payments to the value of £73,942.45 was presented to Members and duly signed by the Vice-Chairman.

Proposed by Cllr P. Hannah-Wood

Seconded by Cllr I. Robinson

Approved by Council.

- b) To receive a summary of budget, expenditure, and commitments as of 16th January 2024. (Decision required)

The Financial Budget Summary presented was approved by Members.

Proposed by Cllr I. Robinson

Seconded by Cllr P. Hannah-Wood

Approved by Council.

7. Reserves & Treasury Management Policy

To consider the amended policy presented as recommended by the Finance, Employment & Services Committee. (Decision required)

Following a short discussion, the amended Reserves & Treasury Management Policy was approved by Members.

Proposed by Cllr P. Hannah-Wood

Seconded by Cllr I. Robinson

Approved by Council.

8. Banking & Investment

To provide details of the decision made by the Finance, Employment & Services (FES) Committee and to obtain the signatory information required for submission of the applications. (Information only)

The Council was informed that the FES Committee had made the following decisions at their meeting on Tuesday, 9th January 2024:

- *That the Town Council opens the Instant Access Savings Account with Unity Trust Bank and invests in the Public Sector Deposit Fund administered by the CCLA with the required signatories as per the Town Council's Financial Regulations.*
- *That £115,000 is placed with Unity Trust Bank, and £150,000 is placed with the CCLA.*

Following a short discussion, the synopsis provided by the Town Clerk/RFO was noted by Members and the Chairman of the FES Committee duly signed the required documentation.

9. 2024/25 Budget – Final Draft

To consider the proposed budget and precept increase for approval by the Full Council. (Decision required)

The final draft of the 2024/25 Budget, as recommended by the FES Committee, was approved by Members.

The Council confirmed that a Precept Increase of 25% would be requested, this giving a total Precept Income of £952,734. This will represent an increase of £38.32 per annum, and 74p per week, for a Band D Taxpayer.

Proposed by Cllr I. Robinson
Approved by Council.

Seconded by Cllr P. Howarth

Action: For the Town Clerk/RFO to complete the request for precept form and submit it to Pendle Borough Council.

10. Treasure Our Town

To consider dates and times for the Treasure Our Town group sessions for 2024/25. (Decision required)

Following a detailed discussion, the recommendation in the Media & Communications Officer's report was approved as follows:

For the Town Council to organise a Treasure Our Town session each month on a Wednesday afternoon during school hours, starting on 6th March 2024.

Proposed by Cllr I. Robinson
Approved by Council.

Seconded by Cllr P. Howarth

Action: The Town Clerk/RFO to liaise with Colne Junior Council to organise an agreed schedule with the schools and to ensure that the pupils and teachers are fully briefed, and that appropriate Risk Assessments are completed.

11. Colne Youth Action Group (CYAG) Update

To receive an update on the plans and activities held by the Colne Youth Action Group. (Information only)

The document presented, written by Stacey Faulkner who is a Youth Worker and operations manager for CYAG, was noted by Members.

All Councillors agreed that the work that CYAG is doing is great for the community, helping to give young people experiences that they otherwise would not get, and at a low cost to the families involved.

One Councillor asked if the group is thinking of widening their reach to offer activities in other areas of Colne.

Action: The Town Clerk/RFO to contact the group to see if this is something that it is looking into.

12. The Safer, Greener and Healthier Streets Workshop

To receive an update on the sessions held and an indication of what we can expect from the project going forward. (Information only)

The Town Clerk gave a brief summary of the presented documents and explained that once a more detailed proposal has been compiled, that the project leaders are happy to come and present it to Colne Councillors and to talk through any issues or concerns that Councillors may have.

One Councillor said that there was disappointment at the first workshop because an area had already been chosen before anybody had chance to give their feedback. It was recognised that there are other areas in Colne that suffer the same safety and congestion issues as the chosen area, maybe even to a greater degree.

At this point, Cllr Sutcliffe came forward to try to clarify the reasoning behind the choice of area. Members were informed that the choice was based on data collected from a number of different sources, including Schools, Congestion, Traffic Routes and Deprivation, however it was stressed that there was also an element of deliverability involved. Yes, there are issues in areas around Primet and Fishermore High School, however the options for making improvements in these areas were limited. The County Council needs to focus on an area where a project can be delivered successfully, that will work to positively enhance the area whilst at the same time fulfilling the objectives of the Levelling Up Fund, through active travel. This was why this particular area was chosen, and there was a lot of groundwork that went into the making of that decision.

All Councillors were happy with the reasoning given.

13. The Hedgehog Highway Project

To review the information provided and consider if Colne Town Council would like to support this project. (Decision required)

Following a short discussion, it was unanimously agreed that Colne Town Council should support this project. It was proposed that two boxes of the Hedgehog Highway Surrounds be purchased, to utilise in areas owned by the Town Council, to distribute to the schools in the area, and to give away to Colne residents.

***Proposed by Cllr I. Robinson
Approved by Council.***

Seconded by Cllr P. Hannah-Wood

14. CTC Safeguarding Policy

To consider the presented policy for adoption by Full Council.

Following a brief discussion and subject to one minor amendment, the presented Safeguarding Policy was approved by Members.

***Proposed by Cllr A. Chamberlain
Approved by Council.***

Seconded by Cllr I. Robinson

15. Tour of Colne

To consider a proposal from historian, Geoff Crambie. (Decision required)

Following a short discussion, it was unanimously agreed that this is something that the Town Council would like to support.

***Proposed by Cllr P. Hannah-Wood
Approved by Council.***

Seconded by Cllr P. Howarth

Action: Once the weather improves, Town Clerk & Deputy Clerk to meet with Mr Crambie to discuss the details and arrangements for the Tour.

16. Reports from the Borough & County Councils

To consider if Colne Town Council could add this as a standing item on the Full Council Agenda.

Following a short discussion, it was proposed that this be included as a standing item on the Full Council Agenda and that the item be placed directly proceeding the item for Public Forum and bearing the same time restrictions.

***Proposed by Cllr D. Clegg
Approved by Council.***

Seconded by Cllr D. Clamp

17. The Great British Rhythm & Blues Festival 2024

To receive an update on the progression of the organisation and operational elements for the 2024 Festival. (Information only)

The verbal update provided by the Deputy Clerk / Events & Facilities Officer was noted by Members.

18. Colne Neighbourhood Plan

To consider the details for an event to re-launch the Neighbourhood Plan Advisory Committee.

Following a short discussion, it was agreed that the event will be held on Wednesday, 21st February to allow sufficient time to promote on social media and on the Town Council notice boards. It was decided to hold the event from 6:00 p.m. until 8:00 p.m. and that there should be refreshments available.

***Proposed by Cllr I. Robinson
Approved by Council.***

Seconded by Cllr P. Hannah-Wood

Action: Officers to begin to make the necessary arrangements for the event.

19. Planning

To provide the opportunity to comment on Planning Applications lodged in Colne and environs since the last Full Council meeting.

	Application Number	Applicant	Location	Proposal
1	23/0840/VAR	Mr M. Haworth	Land To The South Of 117 Greenfield Road Colne	Variation of Condition: Vary Condition 2 (Plans), Condition 4 (Disposal of Foul Water), Condition 5 (Disposal of Surface Water) and Condition 11 (Landscaping scheme) of Planning Permission 21/0692/FUL. <i>CTC Comment: The Town Council maintains that any amendments made should be in keeping with the Conservation Area that the land sits in.</i>
2	24/0008/FUL	Peter Birtwistle Trust	Retaining Wall And Gardens Adjacent To 4 To 10 Peter Birtwistle Close Colne	Full: Partial rebuilding and associated remedial works to retaining walls. <i>CTC Comment: The Town Council is in support of this application.</i>
3	24/0013/FUL	Mr Keith Marsh	Heyroyd Farm Skipton Old Road Colne	Full: Change of use and conversion of a large stone barn into 2 no. dwellings; demolition and rebuild of the cart shed to create 1 no. dwelling; demolition of the existing modern dutch barn; and associated hard and soft landscaping. <i>CTC Comment: The Town Council requests that any rebuilds be in keeping with original designs and the surrounding area.</i>
4	APPEAL 23/0025/AP/RE FUZE (22/0856/FUL)	Mr Taylor	Green End Smallholding Lenches Road Colne	Full: Siting of a static caravan to be used as a permanent dwelling with associated landscaping. (Information only) <i>No comment required.</i>
5	ENFORCEMENT APPEAL 23/0032/AP/EN FORC (PLE/22/0883) (Comments must be sent to	Mr Taylor	Green End Smallholding Lenches Road Colne	Appeal against Enforcement Notice: Without planning permission and within the last 10 years, the material change of use of the land from agricultural to a mixed

	the Planning Inspectorate quoting reference APP/E2340/C/23/3333075 by 28th February 2024) Website: https://acp.planninginspectorate.gov.uk/			use of agricultural and the storage of caravans for residential occupation and without planning permission and within the last 4 years, the unauthorised engineering of agricultural land to form an unnatural steep embankment and hard standing. (Information only) No comment required.
6	24/0010/FUL	AGRN Child Services	29 New Market Street, Colne	Change of use from retail to a family assessment centre (Use Class C2) CTC Comment: No comment.

20. Correspondence Received

Details of any correspondence that the Full Council has received that requires presenting or reviewing at Full Council.

- Future Management of Gib Hill Nature Reserve – *Following a detailed discussion, it was proposed that, as there would be considerable cost involved, that this item should be referred to the next meeting of the Finance, Employment & Services Committee. It was also requested that the Town Clerk / RFO liaise with David Walker to try to arrange a meeting with interested parties to discuss the options and to find a way forward for the future management of the newly formed Nature Reserve.*

Proposed by Cllr D. Clegg
Approved by Council.

Seconded by Cllr P. Hannah-Wood

- LCC – Definitive Map Modification Order – *Following a brief discussion, Members agreed to support the modifications presented.*

Proposed by Cllr D. Clegg
Approved by Council.

Seconded by Cllr I. Robinson

- Colne Junior Council – *The Town Clerk / RFO gave a synopsis of the formation of the Colne Junior Council and a summary of the areas that the Members had decided to concentrate on. The Town Clerk / RFO informed the Council that three letters had been received on behalf of the Colne Junior Council: one concerning road safety, one concerning litter and the other concerning graffiti in the play areas and the park. Following a short discussion, it was agreed for the Town Clerk to provide an update at the next Junior Council meeting.*
- Colne Masterplan – *The Town Clerk / RFO explained that all Councillors should have received an email today requiring a response to the proposal by Tuesday, 30th January 2024. Due to the tight deadline involved, Councillors were asked to send individual responses as there wouldn't be enough time to send a collective response from the Town Council.*

21. Items for a future month's Agenda

Points raised under this item are for information only, any debate should be limited to five minutes only and to consider them for the agenda for a future month.

No items were raised.

22. Date & Time of Next Regular Meeting

The next Full Council meeting is scheduled for Tuesday, 20th February at 7.00 p.m.

This meeting concluded at 8:58 p.m.