



**MINUTES OF THE ANNUAL MEETING OF COLNE TOWN COUNCIL  
on Tuesday, 19<sup>th</sup> May 2026 at 6.30 p.m. in the Council Chamber of Colne Town Hall**

*In attendance: Cllr A. Chamberlain, Cllr D. Clamp, Cllr A. Bell, Cllr N. Butterworth, Cllr D. Cockburn-Price, Cllr S. Cockburn-Price, Cllr D. Clegg, Cllr G. Clegg, Cllr P. Hannah-Wood, Cllr P. Howarth, Cllr A. Mann, Cllr M. Moffitt, Cllr I. Robinson, Cllr H. Thomas and Cllr M. Thomas.*

*Officers: Ms. G. Langley (Town Clerk/RFO) and Rebecca Cavanagh (Administration Assistant)*

*Others in attendance: Mr. Joe Cooney (Town Clerk - Keighley Town Council)*

**1. Welcome**

The Chairman welcomed all to the May 2026 Annual Meeting of Colne Town Council.

**2. Apologies**

*Apologies were received from Cllr D. Lord and Cllr B. Wildman*

*The Council accepted the apologies received.*

**3. Voting in of Council Officers for the forthcoming municipal year**

To vote in the Elected Officers for the 2026/2027 municipal year.

**Chairman of Council**

The new chairman will then take his or her seat and take the meeting as per the agenda below.

Cllr M. Thomas was nominated for the position of Chairman.

***Proposed by Cllr A. Bell***

***Seconded by Cllr P. Hannah-Wood***

***Approved by Council***

*Cllr M. Thomas confirmed acceptance and was duly elected as Chairman of Colne Town Council for the municipal year 2026/2027.*

**Vice Chairman of Council**

Cllr A. Bell was nominated for the position of Vice-Chairman.

***Proposed by Cllr M. Thomas***

***Seconded by Cllr P. Hannah-Wood***

***Approved by Council***

*Cllr A. Bell confirmed acceptance and was duly elected as Vice-Chairman of Colne Town Council for the municipal year 2026/2027.*

#### **4. Council Committees, Advisory Committees and Working Groups**

To consider the proposed Standing Committees, Advisory Committees and Working Groups and elect Chairman, Vice Chairman and Members of each Standing Committee, Advisory Committee, Sub-Committee and Working Group.

##### Standing Committee Members

##### **Allotments Committee**

*The following Councillors were nominated to stand on the Allotments Committee:*

*Cllr M. Moffit*

*Cllr A. Bell*

*Cllr P. Hannah-Wood*

*2x Open Vacancies*

*Cllr A. Mann was nominated for the position of Chairman of the Allotments Committee.*

***Proposed by Cllr I. Robinson***

***Seconded by Cllr H. Thomas***

***Approved by Council***

*Cllr A. Mann confirmed acceptance and was duly elected as Chairman of the Allotments Committee for the municipal year 2026/2027.*

*Cllr I. Robinson was nominated for the position of Vice-Chairman of the Allotments Committee.*

***Proposed by Cllr A. Mann***

***Seconded by Cllr M. Thomas***

***Approved by Council***

*Cllr I. Robinson confirmed acceptance and was duly elected as Vice-Chairman of the Allotments Committee for the municipal year 2026/2027.*

##### **Finance, Employment & Services (FES) Committee**

*The following Councillors were nominated to stand on the Finance, Employment & Services Committee:*

*Cllr G. Clegg*

*Cllr P. Hannah-Wood*

*Cllr A. Mann*

*Cllr M. Thomas*

*1x Open Vacancy*

*Cllr D. Clegg was nominated for the position of Chairman of the Finance, Employment & Services Committee.*

***Proposed by Cllr H. Thomas***

***Seconded by Cllr P. Hannah-Wood***

***Approved by Council***

*Cllr D. Clegg confirmed acceptance and was duly elected as Chairman of the Finance, Employment & Services Committee for the municipal year 2026/2027.*

*Cllr H. Thomas was nominated for the position of Vice-Chairman of the Finance, Employment & Services Committee.*

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

***Seconded by Cllr D. Clegg***

*Cllr H. Thomas confirmed acceptance and was duly elected as Vice-Chairman of the Finance, Employment & Services Committee for the municipal year 2026/2027.*

### **Events Committee**

*The following Councillors were nominated to stand on the Events Committee:*

*Cllr D. Clamp  
Cllr A. Mann  
Cllr M. Moffitt  
Cllr I. Robinson  
Cllr H. Thomas  
Cllr M. Thomas  
Cllr N. Butterworth  
1x Open Vacancy*

*Cllr P. Hannah-Wood was nominated for the position of Chairman of the Events Committee.*

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

***Seconded by Cllr D. Cockburn-Price***

*Cllr P. Hannah-Wood confirmed acceptance and was duly elected as Chairman of the Events Committee for the municipal year 2026/2027.*

*Cllr A. Bell was nominated for the position of Vice-Chairman of the Events Committee.*

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

***Seconded by Cllr I. Robinson***

*Cllr A. Bell confirmed acceptance and was duly elected as Vice-Chairman of the Events Committee for the municipal year 2026/2027.*

### **Advisory Committee Members**

#### **Colne Neighbourhood Plan Advisory Committee**

*The following Councillors were nominated to stand on the Neighbourhood Plan Advisory Committee:*

*Cllr B. Wildman  
Cllr D. Clamp  
Cllr D. Cockburn-Price  
Cllr P. Hannah-Wood  
Cllr A. Mann  
Cllr A. Chamberlain  
Cllr H. Thomas*

*Cllr S. Cockburn-Price was nominated for the position of Chairman of the Neighbourhood Plan Advisory Committee.*

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

***Seconded by Cllr N. Butterworth***

*S. Cockburn-Price confirmed acceptance and was duly elected as Chairman of the Neighbourhood Plan Advisory Committee for the municipal year 2026/2027.*

*Cllr I. Robinson was nominated for the position of Vice-Chairman of the Neighbourhood Plan Advisory Committee.*

***Proposed by Cllr M. Thomas  
Approved by Council***

***Seconded by Cllr P. Hannah-Wood***

*Cllr I. Robinson confirmed acceptance and was duly nominated as Vice-Chairman of the Neighbourhood Plan Advisory Committee for the municipal year 2026/2027.*

*Nine members were proposed for election to the Advisory Committee. As the Constitution specifies a maximum of eight members, the Council voted to amend the Constitution to expand the committee size to nine members.*

***Proposed by Cllr S. Cockburn-Price  
Approved by Council***

***Seconded by Cllr P. Hannah-Wood***

### **Blues Festival Advisory Committee**

*The following Councillors were nominated to stand on the Blues Festival Advisory Committee:*

*Cllr A. Bell  
Cllr M. Moffitt  
Cllr N. Butterworth  
Cllr P. Hannah-Wood  
Cllr I. Robinson  
Cllr H. Thomas*

*Cllr M. Thomas was nominated for the position of Chairman of the Blues Festival Advisory Committee.*

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

***Seconded by Cllr A. Bell***

*Cllr M. Thomas confirmed acceptance and was duly elected as Chairman of the Blues Festival Advisory Committee for the municipal year 2026/2027.*

*Cllr A. Mann was nominated for the position of Vice-Chairman of the Blues Festival Advisory Committee.*

***Proposed by Cllr M. Thomas  
Approved by Council***

***Seconded by Cllr D. Clegg***

*Cllr A. Mann confirmed acceptance and was duly elected as Vice-Chairman of the Blues Festival Advisory Committee for the municipal year 2026/2027.*

It was agreed by the Council that the Blues Festival Advisory Committee meetings be reduced to 2 per year, specifically in June/July to confirm ticket quantities and in October to discuss the event. Any urgent meetings required outside of these will be scheduled or added onto the Events Committee.

**Proposed by Cllr M. Thomas**  
**Approved by Council**

**Seconded by Cllr I. Robinson**

#### FES Sub-Committee

#### **Contracts Committee**

*The following Councillors were nominated to stand on the Contracts Committee:*

*Cllr A. Bell*  
*Cllr M. Thomas*  
*Cllr A. Mann*  
*Cllr I. Robinson*

*Cllr H. Thomas was nominated for the position of Chairman of the Contracts Committee.*

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

**Seconded by Cllr D. Clegg**

*Cllr H. Thomas confirmed acceptance and was duly elected as Chairman of the Contracts Committee for the municipal year 2026/2027.*

*Cllr D. Clegg was nominated for the position of Vice-Chairman of the Contracts Committee.*

**Proposed by Cllr H. Thomas**  
**Approved by Council**

**Seconded by Cllr P. Hannah-Wood**

*Cllr D. Clegg confirmed acceptance and was duly elected as Vice-Chairman of the Contracts Committee for the municipal year 2026/2027.*

#### Working Group Members

#### **Colne Archive Working Group**

*The following Councillors were nominated to stand on the Colne Archive Working Group:*

*Cllr D. Clegg*  
*Cllr A. Mann*  
*Cllr M. Thomas*  
*Cllr P. Howarth*

*Cllr I. Robinson was nominated for the position of Chairman of the Colne Archive Working Group.*

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

**Seconded by Cllr P. Hannah-Wood**

*Cllr I. Robinson confirmed acceptance and was duly elected as Chairman of the Colne Archive Working Group for the municipal year 2026/2027.*

*Cllr S. Cockburn-Price was nominated for the position of Vice-Chairman of the Colne Archive Working Group.*

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

**Seconded by Cllr P. Hannah-Wood**

*Cllr S. Cockburn-Price confirmed acceptance and was duly elected as Vice-Chairman of the Colne Archive Working Group for the municipal year 2026/2027.*

### **Asset Transfer Working Group**

*The following Councillors were nominated to stand on the Asset Transfer Working Group.*

*Cllr D. Clegg  
Cllr I. Robinson  
Cllr D. Clamp  
Cllr A. Mann  
Cllr P. Hannah-Wood  
Cllr M. Thomas  
Cllr S. Cockburn-Price  
Cllr D. Cockburn-Price*

*Cllr H. Thomas was nominated for the position of Chairman of the Asset Transfer Working Group.*

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

**Seconded by Cllr P. Hannah-Wood**

*Cllr H. Thomas confirmed acceptance and was duly elected as Chairman of the Asset Transfer Working Group for the municipal year 2026/2027.*

*Cllr A. Bell was nominated for the position of Vice-Chairman of the Asset Transfer Working Group.*

**Proposed by Cllr M. Thomas**  
**Approved by Council**

**Seconded by Cllr P. Hannah-Wood**

*Cllr A. Bell confirmed acceptance and was duly elected as Vice-Chairman of the Asset Transfer Working Group for the municipal year 2026/2027.*

### **5. Voting in of Council Members to represent CTC at outside forums**

To approve which Members will represent the Town Council at the NALC, LALC and SLCC forums and branch meetings. (Decision required)

*Following a short discussion, it was agreed that the elected Chairman of the Town Council, should be the representative for all outside forums and meetings.*

*Should the Chairman be unable to attend, then the Vice-Chairman will be asked to attend in their place.*

*It was agreed that the Town Clerk/RFO would represent the Town Council at SLCC forums and meetings.*

*Should the Town Clerk/RFO be unable to attend, then the Deputy Clerk will be asked to attend in their place.*

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

***Seconded by Cllr I. Robinson***

## **6. 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.

*No declarations were received.*

## **7. Minutes**

To approve as a correct record the Minutes of the meeting held on Tuesday, 21<sup>st</sup> April 2026.

*The Minutes of the meeting held on Tuesday, 21<sup>st</sup> April were accepted as a true and accurate record.*

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

***Seconded by Cllr A. Mann***

## **8. 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.*

## **9. Reports from the Borough & County Councils**

To receive reports from representatives from the Borough and County Councils on any works / projects being delivered in Colne, who have a total, collectively, of 15 minutes to make their representations to the Council. (Information only)

*Cllr S. Cockburn-Price gave a brief overview of the written Borough Council report. The presented report was noted by Members.*

*Following a brief discussion, it was agreed for the Town Clerk/RFO to write a formal letter to LCC requesting that the County Councillors representing Colne, provide a written report and attend all future Full Council Meetings of the Town Council.*

***Action: For the Town Clerk to send a formal letter to the County Council requesting a representative submit written reports and attend future Full Council Meetings.***

***Proposed by Cllr N. Butterworth  
Approved by Council.***

***Seconded by Cllr P. Hannah-Wood***

## **10. Exclusion of the Public**

To determine during which items, if any, the public are to be excluded from the meeting. Such an exclusion would need to be on the grounds that, in view of the nature of the business to be transacted, if the public were present, there would be a disclosure to them of exempt information within the meaning of schedule 12A to the Local Government Act 1972.

*It was proposed that Items 22 and 23 on the agenda be deemed as private items due to the sensitive nature of the items being discussed. If any members of the public should be present at the time of discussion of these items, they will be asked to leave the meeting.*

## **11. Finances**

- a) To receive a schedule of payments from 15<sup>th</sup> April to 12<sup>th</sup> May 2026 for approval by the Chairman.  
(Decision required)

*The Schedule of Payments to the value of £135,220.97 was approved by Members and duly signed by the Chairman.*

***Proposed by Cllr D. Cockburn-Price  
Approved by Council.***

***Seconded by Cllr P. Hannah-Wood***

- b) To receive a summary of budget, expenditure, and commitments as at 31<sup>st</sup> March 2026. (Decision required)

*The Financial Budget Summary as of 31<sup>st</sup> March was approved by Members.*

***Proposed by Cllr D. Cockburn-Price  
Approved by Council.***

***Seconded by Cllr P. Hannah-Wood***

## **12. Review of Terms of References**

To review the Council's Terms of Reference for the following Committees and Working Groups. (Decision required)

- a) Allotments Committee

*The presented Allotment Committee Terms of Reference were approved by Members.*

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

***Seconded by Cllr S. Cockburn-Price***

- b) Finance, Employment & Services (FES) Committee

*Subject to a couple of amendments, the Finance, Employment & Services (FES) Committee Terms of Reference were approved by Members.*

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

***Seconded by Cllr A. Bell***

c) Events Committee

*The presented Events Committee Terms of Reference were approved by Members.*

***Proposed by Cllr N. Butterworth  
Approved by Council.***

***Seconded by Cllr A. Mann***

d) Neighbourhood Plan Advisory Committee

*Subject to a minor amendment, the presented Neighbourhood Plan Advisory Committee Terms of Reference were approved by Members.*

***Proposed by Cllr D. Cockburn-Price  
Approved by Council.***

***Seconded by Cllr S. Cockburn-Price***

e) Blues Festival Advisory Committee

*Subject to one minor font change, the Terms of Reference presented for the Blues Festival Advisory Committee were approved by Members.*

***Proposed by Cllr D. Cockburn-Price  
Approved by Council.***

***Seconded by Cllr N. Butterworth***

f) Contracts Committee

*The presented Terms of Reference for the Contracts Committee were approved by Members.*

***Proposed by Cllr N. Butterworth  
Approved by Council.***

***Seconded by Cllr I. Robinson***

g) Colne Archive Working Group

*Subject to one minor font change, the Terms of Reference presented for the Colne Archive Working Group were approved by Members.*

***Proposed by Cllr D. Cockburn-Price  
Approved by Council.***

***Seconded by Cllr S. Cockburn-Price***

h) Asset Transfer Working Group

*Subject to minor changes, the Terms of Reference presented for the Asset Transfer Working Group were approved by Members*

***Proposed by Cllr D. Cockburn-Price  
Approved by Council.***

***Seconded by Cllr S. Cockburn-Price***

### **13. Standing Orders & Financial Regulations**

To approve the presented Standing Orders and Financial Regulations for adoption for the 2026/2027 municipal year. (Decision required)

*Subject to a few amendments, the presented documents were approved by Members.*

***Proposed by Cllr D. Cockburn-Price  
Approved by Council.***

***Seconded by Cllr N. Butterworth***

### **14. Colne Junior Council**

To receive an update on the proceedings of the last Junior Council meeting. (Information only)

*The update provided was noted by Members.*

### **15. Treasure Our Town**

To receive an update on the current month's session held by the Treasure Our Town Group. (Information only)

*The proposed schedule was noted by Members. Cllr A. Mann highlighted a schedule conflict on 27<sup>th</sup> May, as that date is designated as the Colne in Bloom planting day, requiring the attendance of the Lengthsman.*

### **16. The Great British Rhythm & Blues Festival 2026**

To receive an update on the progression of the organisation and operational elements for the 2026 Festival.

*The update presented was noted by Members.*

### **17. Colne Neighbourhood Plan**

To receive an update from the Chairman of the Neighbourhood Plan Advisory Committee on the progress of the Project. (Information only)

*Following a short discussion regarding window upgrades on Albert Road (a controversial area concerning plastic/PVC window installations and traditional wood), Cllr A. Mann agreed to review the properties where full development rights have seen changes throughout the years.*

*Cllr S. Cockburn-Price has offered to review and write up the Non-Designated Assets list, providing reduced streamlined data for the main Neighbourhood Development plan. Cllr S. Cockburn-Price will also liaise regarding the necessary mapping for these assets.*

## 18. 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	26/0278/HHO	Mr R Leeds	5 York Street Colne Lancashire	Full: Demolition of existing single storey outrigger and outhouse and the erection of a single storey rear extension.  CTC Comment: No Comment
2	26/0319/HHO	Ms Hayley Murphy	Sherwood Fold Lenches Fold Colne	Full: Removal of existing garage door and replacement with a single door and window.  CTC Comment: Objection  The Council have raised concerns that the proposed design is inappropriate and not in keeping with the local area. Specifically, the render between the doors and windows is poorly designed.  The Council request that the design be reviewed by the applicant and a more sympathetic design be put forward.
3	26/0283/FUL	The Diocese Of Salford	S S John Fisher And Thomas More Roman Catholic High School Gibfield Road Colne	Full: Installation of 2 no. air source heat pumps with associated works and the erection of a mesh security fencing with an access gate.  CTC Comment: Welcomed  The Town Council welcomes this application, noting with approval, the project carbon savings and positive environmental impact.
4	26/0296/FUL	Jeffery	Edison Point Regent street, Colne	Full: Erection of a storage outbuilding (Use Class B8).  CTC Comment: No Comment

## 19. Colne in Bloom

To receive an update from the Chairman of Colne In Bloom on the work that the Charity has been undertaking this month.

*The report presented was noted by Members. A discussion took place regarding the disappointing recent fire at the Colne in Bloom shed. Members requested an update on the CCTV coverage for this site and noted that replacement tools have been requested.*

*On a positive note, it was mentioned that two new volunteers have joined.*

## **20. Items for a future month's Agenda**

Points raised under this item are for information only. Any debate should be limited to five minutes. Points raised will be considered for inclusion as an agenda item at a future meeting.

- Mayoralty of Colne

## **21. Date & Time of Next Regular Meeting**

Although the Summons stated 16<sup>th</sup> June, the next Full Council meeting is actually scheduled for Tuesday, 23<sup>rd</sup> June at 6.30 p.m. This is due to the Colne Grand Prix event being on the 16<sup>th</sup>. In the absence of the Chairman, the meeting will be chaired by Vice Chairman, Cllr. A Bell.

At this point in the meeting, it was also agreed to reschedule the next FES Committee meeting from the 2<sup>nd</sup> June to 9<sup>th</sup> June, due to the Town Clerk being on annual leave at the end of this month.

## **Exclusion of the Public**

## **22. Private Item: Pride-In-Place Funding**

*Following a detailed discussion and taking into consideration the Council Officers re-structure, it was agreed to delay this item until the Full Council Meeting in September 2026.*

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

***Seconded by Cllr I. Robinson***

***Approved by Council.***

## **23. Private Item: Calderdale Energy Park**

*The Council discussed the feedback and advice received from both the public and experts regarding options to move forward with the consultation response. It was agreed that Cllr S. Cockburn-Price will collate further data and draft a formal response to present to the Full Council.*

***Action: For the Town Clerk to contact Farnworth Rose Solicitors to request the drafting of an accompanying cover letter, as discussed.***

***Proposed by Cllr D. Clegg***

***Seconded by Cllr N. Butterworth***

***Approved by Council.***

This meeting concluded at 9.00 p.m.