

ADLINGTON TOWN COUNCIL

Minutes of a Meeting held on Monday 17th August 2020 which was held using Zoom online technology starting at 7.15pm due to the corona virus social distancing measures

Members Taking Part:

Councillors: Cllrs K O'Donnell (Deputy Mayor and Meeting Chair), A Robinson, B Speers, C Hart, J Lowe, Cllr J Molyneaux, K Snape, N Buckley, P Walkden and Cllr P Wilson.

In Attendance: Christine Bailey (Clerk).

1 Open Forum

Helen Schilz, Living Waters (LW) Storehouse Project Co-ordinator said that the Storehouse is the Chorley Foodbank. She explained how the Foodbank supports up to 200 families per month, offering a mix of fresh and food staples and other necessities, that food parcels can be collected by the recipient families or are delivered by a network of street pastors, and that the partnership with the Town Council had extended their area of operation into the SE Chorley district. The main eligibility criteria relates to evidence of a family being in need or in crisis. The aim is to reduce their dependence by practical support and referral to other advice agencies. To date the Community Foundation for Lancashire (CFL) Covid 19 grant has paid for 15 food parcels for up to 8 families. Helen invited Councillors to view the Storehouse. Cllr O'Donnell thanked Helen for taking part in the meeting and for the positive partnership. Progress in respect of other recent residents' concerns were noted as follows: the double yellow line have been re-instated at the junction of Babylon Lane with Fielding Place and a resident of the Douglas Meadow Estate has asked the developer whether the domestic electric wiring that had been installed in some properties is compliant with health and safety standards. The Clerk had been informed of two men who were thought to have infringed the current corona virus social distancing guidelines. This matter has been referred to the local police. The Town Council has been asked to assist a resident to establish whether land adjacent to their home could be rented to improve the condition of the site and to put it to positive use. Cllr Wilson said he would ensure the resident concerned receives a clear response from Chorley Council.

2. Apologies for Absence - None

3. Minutes of the Meeting held on Monday 20th July 2020 were proposed and seconded as a true record to be signed by the Meeting Chair as soon as possible.

3.1 Matters Arising. There were no matters arising that were not listed on the Agenda.

4 Declarations of Interest: Cllr Molyneaux declared an interest in item 6.1 and Cllr Speers declared an interest in item 7.9.

5 Items for Discussion

5.1 Cllr O'Donnell confirmed his willingness to act up from Deputy to Mayor to represent the Town Council for the remainder of the 2020/21 year following the resignation of Cllr Ball. He said that he would not undertake the wider civic duties normally expected of the Town Mayor in part due to the corona virus restrictions but he would do so if formally appointed from May 2021 onwards. It was agreed that the Town Council should consider the appointment of a Deputy Mayor for the remainder of 2020/21 at its next meeting. This honour is normally allocated in terms of length of service as a Councillor.

5.2 The letter of resignation of Cllr Tim Summers dated 10 August 2020 had been circulated. His resignation was formally accepted at the meeting. The Town Council acknowledged the contribution made by Cllr Summers since his appointment to the Council in September 2015 and as the Mayor in the 2018/19 year. The Council asked that Cllr Summers be formally thanked for his service.

5.3 Two casual vacancies have now arisen. It was agreed that the Clerk should inform Chorley Council and ask whether the Council wished to advertise an election.

5.4 The next steps and an indicative timetable for the 'Light Adlington 2020' initiative were discussed.

i 31 businesses have expressed their willingness to take part in the scheme with 4 extra trees ordered to date. This should make a positive display across the Village. Additional late orders will be accepted providing the tree supplier can meet the demand. With this response the Town Council becomes eligible for a £10 discounted rate for each lit tree and bracket. It was agreed that the discount would be split between the Town Council and each individual business based on one subsidised tree per business. A letter will be sent with a copy of the supplier's terms and conditions on the installation and maintenance of the bracket and tree. The business financial contributions will be collected by the Town Council to be paid as a single payment during October 2020

- 5.4 ii Lighting of the Adlington War Memorial: Cllr Lowe has confirmed that the War Memorial is a listed structure. Michael Coyne, CC's Building Surveyor has been informed. He is awaiting the quote for the cost of the provision of the underground power supply to light the War Memorial. The lighting consultant has also been asked to confirm the lead-in time for ordering the lights and the rig to ensure completion of this SE Neighbourhood Priority project ideally for the 2020 Remembrance event.
- iii There has been no reply yet from the NHS to the request for the Town Council to be able to light the large fir tree outside of Adlington Clinic on the Railway Road frontage, nor to the request for the tree to be pruned and for an external electricity supply to light the tree to be taken from the Clinic's own electricity supply as a less expensive option to installing an external underground power source.
- iv Involving residents to make it a community-wide initiative: It was agreed that residents should be invited to join in by lighting their home in some way to make Light Adlington a Village initiative.
- v Adlington Carnival is to put on a Christmas Fayre and Market on 5th and 6th December and proposes to invite a celebrity to open the Event and to possibly switch the Christmas Lights on in Adlington. It was agreed that joint working on publicity and related matters would help to maximise awareness, possibly an A4 double sided issue of the Update Newsletter. Initial ideas will be considered at the September meeting for preparation in October and any door to door distribution in November 2020.
- 5.5 The Town Council agreed that the partnership with LW Storehouse was delivering much more for families in need than had been expected. It was agreed that further information and awareness raising be issued to local primary and secondary schools to invite more to refer families for support as the return to school takes place.
- 5.6 As a requirement of CFL's grant conditions the Town Council was asked to formally agree and date the Council's Safeguarding Policy based on the revised draft. This was deferred for discussion at the September meeting.
- 5.7 The two options and the estimated costs for the four names to be added to the War Memorial as requested by Adlington & District Heritage Society were noted. It was agreed that a socially distanced site visit should be arranged for a representative of each local council to express their views.
- 5.8 The Local Government Association Model Member Code of Conduct document was circulated. Its contents were noted.
- 5.9 The possibility of arranging a skip and/or a litter pick-up event to co-incide with the postponed Keep Britain Tidy National Campaign 11-27 September 2020 was discussed. Given corona virus social distancing requirements it was not thought to be an appropriate time for this type of initiative to be encouraged.
- 5.10 It was agreed to appoint two representatives, Cllrs O'Donnell and Hart to join one of two on-line Planning in Practice sessions on the White Paper 'Changes to the Planning System due to be held in early September.'
- 5.11 The Mayor said he was concerned by the increasing number of complaints from residents about the speed of traffic travelling on roads through the Village such as Westhoughton, Bolton and Railway Roads. Cllr Snape reminded the Council that LCC had offered to train volunteers in the use of two or three SPIDs to be able to assess the speed of local traffic. It was agreed that Chorley Council should be asked to offer alternative dates for each local council in the SE Chorley area to nominate volunteers to take part in this training.
- 6 Planning**
- 6.1 The Town Council considered application **20/00660/FUL**: Change of use from dwellinghouse (C3) to Children's Care Home (C2) at 51, Windsor Avenue, PR7 4JS. It was agreed that this type of provision was important. It was noted that three small parking spaces had been provided but that this might not avoid some parking on the highway. However LCC as the Highway's authority had written its support of this application. The Town Council has no objection to this proposed change of use.
- 7.2 **It was resolved to leave these two applications for neighbours' comments:**
 20/00728/CLPUD: Application for a certificate of lawfulness for the extension of an existing detached outbuilding at 1, Sutton Fold, Sutton Lane, PR6 9PB
 20/00738/FULHH: Erection of detached garage (resubmission of application ref: 20/00211/FULHH) at Adlington Hall Lodge, The Common, PR7 4DT
- 7 Finance**
- 7.1 It was resolved to approve the statement of accounts and the budget review for July 2020 noting that there is no accrued interest for the month on the Higher Interest Account as the Bank Statement has not been received and that the CFL grant has been received on 10 July 2020.

- 7.2 It was resolved to approve the Independent Internal Audit of the 2019/20 year end accounts (SECTION 4, AGAR) 2019/20 and to accept the Accountant's observations in the email dated 3 August 2020 that: the quarterly reconciliation (Budget Statement) should be signed by a Councillor and not the Meeting Chair and that the Council should carry out an annual physical inspection of its assets. Both recommendations were agreed for incorporation into the Council's financial management procedures.
- 7.3 The Council agreed to approve the amended Asset Register 2019/20 in line with observation 1 of the Independent Internal Auditor's email dated 3 August 2020.
- 7.4 The Council approved the CIL 2019/20 report for issue to Chorley Council and for display on the website as part of the Council's 2019/20 financial year-end documentation.
- 7.5 The Council approved the Annual Governance Statement 2019-20 (Section 1 AGAR) to be signed by the Mayor.
- 7.6 The Council approved the Accounting Statement 2019-20 (Section 2 AGAR) to be signed by the Mayor.
- 7.7 The Council approved the AGAR 2019-20 Part 2 Certificate of Exemption to be signed by the Mayor to be sent by email to the External Auditor PKC Littlejohn.
- 7.8 The Council agreed to comply with six working week Public Notice period during which time the Council's financial records for the year 2019/20 can be inspected upon request from Monday 31 August 2020 – Friday 11 October 2020
- 7.9 The payment of the following accounts was approved:

Clerk	Administration and financial management, August 2020	£399.56
Clerk	Mileage –24 miles @ 0.45ppm in July 2020	£10.80
EE	ATC Clerk's mobile Invoice at 16 August 20, with VAT	£9.70
Cllr Bev Speers	Zoom online telephone conference month 4 subscription	£14.39
LW Storehouse	Reimburse cost of food parcels in SE Chorley area	£450.00

8 Items for Information

- 8.1 The Remembrance Service Planning Group meeting, Wednesday 16 September at 7.30pm by Zoom. It was noted that participants should be asked for their views on how this Event might be organised to respect social distancing requirements.
- 8.2 Cllr Snape reported no progress has been made in respect of the proposed Belisha beacon tender for Lower Adlington.

The meeting closed at 8.26pm.