

ADLINGTON TOWN COUNCIL

Minutes of a Meeting held on Monday 16 November 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 (Mayor), B Speers (Deputy Mayor), J Lowe, N Buckley, J Molyneaux, K Snape, P Walkden and P Wilson with Paul Maloney, the Director of Freestyle Urban Soccer Community Interest Company (CIC) took part in the Open Forum to outline the work of his organisation with young people.

In Attendance: Christine Bailey (Clerk).

1 Open Forum

Paul Maloney has advised and supported young people across Chorley by engaging with them through sport. He set up the CIC nearly 11 years ago to offer opportunities for young people to play street football, cricket, basketball or team games. He works alongside the police and other agencies to signpost and to support young people into positive activities/futures. The CIC has helped over 3,000 young players to progress through the Lancashire Football Association leagues. Covid-19 has made it harder to reach and to engage with young people but the CIC has identified where they gather to advise them. Mr Maloney said that the local police service is over- stretched across a large geographic area. The Mayor thanked Mr Maloney for informing the Town Council of the CIC's work. Mr Maloney asked to remain on-line to listen into the rest of the meeting. This was agreed.

The Clerk briefed the Town Council on ASB concerns that have been raised by several residents. It was agreed that the Town Council would ask the appropriate authorities to take co-ordinated actions to seek to resolve these issues as soon as possible. The Town Council noted the concerns received from some residents about the cost of their annual Estate Service Charges and from one resident about the fly-tipping that keeps re-occurring on a site at the back of Huyton Road despite the Pincroft's repeated efforts to clear this site of rubbish.

2. Apologies for Absence – These were received from Cllr A Robinson who was on nights.**3. Minutes of the Meeting** held on Monday 19 October 2020 were proposed and seconded as a true record to be signed by the Mayor.**3.1 Matters Arising.** Cllr Snape reported that Chorley Council has managed to find the owner of the garage site between the KGV Playing Fields and Chorley Road and would be writing to ask the owner to clear the rubbish that has built up within 28 days, although some flexibility might be needed over the Christmas period. The Clerk will inform the resident who raised this concern in writing.**4 Declarations of Interest:** Cllr Molyneaux in item 6.2 and Cllrs Speers and Lowe in item 7.3.**5 Items for Discussion****5.1** One application, circulated in advance of the meeting, was considered for co-option onto the Town Council. Chorley Council has confirmed the eligibility of this applicant as living within a 3 mile radius of Adlington and also due to having interest in a plot of land within the Village. Town Councillors agreed to confirm Stuart Clewlow's co-option as a Town Councillor for the Central Ward. It was agreed that the remaining co-optee vacancy for the West Ward would be re-advertised in early 2021.**5.2** The current situation with the 'Light Adlington 2020' initiative was noted as follows:

- i. The small lit tree supplier has installed the original order with the exception of the Noah's Ark premises. On inspection this building is not considered suitable to take the weight of the wall plate and tree bracket in a way which meets all health and safety requirements. The business owner has been informed. She is disappointed not to be able to take part in this initiative. Cllr Buckley agreed to speak with the business owner. The installing of the initial small lit tree order has generated interest from several other businesses/organisations to join in. The supplier will assess the firm's capacity to do this and will return to Adlington towards the end of the month to complete the initial contract to install the tree outside Adlington Library and the requested additional trees. Once installed the daily light timer has to be set to operate immediately. As a result no formal 'switch-on' is possible.
- ii. The lighting of the Adlington War Memorial: Chorley Council has commissioned the underground cabling for the electricity supply. The lighting rigs and lights are ordered. The aim is to light the War Memorial for the Christmas and New Year period if possible.
- iii. The Light Adlington A5 coloured flyers are ready for distribution. It was agreed Cllr Lowe would organise the distribution.

5.3 It was agreed that the pre-recording of a small scale Remembrance Event by St Paul's Church had been a success. It had provided a focus for local Remembrance in addition to the doorstep two minutes of silence and the Last Post being played at the War Memorial. It was agreed that the Town Council would send a formal letter of thanks to the main participants.**5.4** The Town Council noted the request from NWS to pay for a "How To Save A Life" billboard into every school as part of its public raising awareness campaign of how to use an AED. The Town Council agreed to ask both primary schools in Adlington if they would wish to have a billboard to inform pupils, staff and their parents.**5.5** The Town Council noted that, as agreed, the Clerk has submitted a second grant application for £3,000 to the Community Foundation for Lancashire to continue the food parcel support for families with children whose household income has been adversely impacted by Covid-19. The Town Council agreed to make a £1,000 contribution from its own reserves to add to the second grant application if successful. The Town Council also agreed it would offer LW Storehouse (Chorley Foodbank) a payment of up to £500 to allow it to plan ahead to buy in selected items to include in the Christmas food parcels and to consider an up-front contribution in support of the Chorley Christmas holiday school meals programme.

6 Planning

6.1 New Applications for consideration: None

6.2 It was resolved to leave these applications for neighbours' comments:

20/01184/CLPUD: Application for a certificate of lawfulness for a proposed hip-to-gable extension and rear dormer at 3, Abbey Grove, PR6 9QB

20/01136/FULHH: Single storey front extension at 88, Fairview Drive, PR6 9ST

20/01182/FULHH: Single storey rear extension at 25, Hornby Close, PR6 9FT

7 Finance

7.1 The monthly statement of accounts and the budget review for October 2020 was not available. The Clerk will prepare them to be considered at the next meeting.

7.2 The proposals of the Finance Working Group Meeting of 4 November 2020 were agreed as follows that:

- The approved 2020 Community Award to Adlington Luncheon Club, which had been held back by mutual agreement due to inactivity since March 2020, will be retained and paid once the Club re-starts.
- The timetable for the advertising of the 2021 Community Award applications will be delayed and reviewed again at the January 2021 meeting.
- The provision of the hanging basket contact with Chorley Council for 2021 will be continued possibly with additional baskets being purchased once an indicative quote has been received and considered.
- The total CIL monies of 2,577.35 will be retained in 2021/22 as agreed as a contribution towards Chorley Council's KGV Playing Fields improvement programme.
- The Light Adlington small lit tree initiative will be reviewed in early 2021 to decide whether to continue this scheme for Christmas 2021 and to agree an appropriate budget allocation in light of feedback from the businesses involved and from the local community.
- Budget provision for the lighting of the large fir tree owned by the NHS to comprise the cost of an underground electricity supply and lighting will be reviewed in early 2021 in the light of Covid-19 and the likelihood of receiving NHS consent.
- The fir tree planted on the Railway Road frontage by the Town Council has died. The Mayor had agreed to remove it. The tree was valued at £95. It will be removed from the Council's Asset Register.
- The Council's Financial Regulations were proposed for amendment under item 4.1 to increase the amount by which an individual item can be authorised from £200 to £250 for the Council and by the Clerk acting with the approval of the Chairman of the Council (Mayor) or of the appropriate Committee i.e. the FWG.
- The Council's Financial Safeguards under item 17- Risk Management were proposed for the addition of a Risk Assessment of the Clerk's office based on guidance to be obtained from the Health and Safety Executive Working At Home Regulations around safe working practices and staff welfare.
- The Council will comply with item 2.2 of the Financial Regulations as requested by the Independent Auditor. A Councillor who is not a named signatory to the Account will sign the Budget Statement on at least a quarterly basis. From 30 September 2020 the Mayor has carried out this role.
- The Council, in line with item 14.6 of the Financial Regulations, will undertake an annual physical assessment of its assets before updating the Asset Register towards the end of each financial year in March annually.
- In line with the Town Council's approved Safeguarding Policy, the safeguarding of children and vulnerable adults will be considered as a potential additional risk to be managed in the Council's annual Risk Assessment and Management procedures and in respect of each specific event or activity that the Town Council carries out.
- APL Accountants Ltd will be re-appointed for the 2020/21 internal independent financial management review at a cost of £100 plus VAT and APL Ltd will be asked for a formal Audit Report to be prepared for the Council to consider annually.
- A date should be arranged as soon as possible for the first annual Appraisal of the Clerk who was appointed on 1 November 2019. It was agreed that the Mayor, the Deputy Mayor and Cllr Lowe should carry out the Appraisal.
- The full draft budget for 2021/22 set out in the Appendix to the notes of the FWG 4 November 2020 meeting was agreed as enclosed.
- The precept required for 2021/22 will be requested at £19,000 (to comprise the precept and top-up grant).
- The AED Supplies, the contribution towards the improvement of the King George V Playing Fields and provision for a future Election will all be included in the three-year forecast.
- The Council will prepare/submit an application to extend the grant funding till July 2021 to continue the food parcel support from LW Storehouse and to develop provision in the SE Chorley area by working with local cafes for children at risk of food hunger and their families to be fed and supported during the school holidays.
- The Town Council will match this second grant application, if successful, with a £1,000 contribution from its reserves.

7.3

The payment of the following accounts:

Clerk	Administration and financial management, November 2020	£399.56
Clerk	Mileage: 27 miles @ 0.45ppm in November 2020	£12.15
Clerk	Reimburse petty cash: ATC £250 shortfall contribution paid to Bees Country Kitchen for October half term meals for Hunger Support for pupils in Chorley as authorised. (ATC's approved CPRE Annual membership payment approved on 19 October 2020 is deferred to be paid electronically by the Clerk by 27 November 2020 - £36.00)	£250
EE	ATC Clerk's mobile Invoice at 16 October 2020, with VAT	£9.70
Cllr Bev Speers	Zoom online telephone conference monthly subscription	£14.39
Cllr Jeanette Lowe	Plants for planters	£55.50
Cllr Bev Speers	Cable ties to fix large poppies to Adlington lamp posts	£14.54
LW Storehouse - Invoice 4	Reimburse cost of 9 food parcels in SE Chorley area to seven families supporting 14 children	£280.00
The Print Quarter	100 A5 Light Adlington flyers, full colour for local display	£20.00

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Items for Information

8.1

Chorley Council's donation of a bag of daffodil bulbs has been collected by Cllr Lowe. Both Primary schools have been offered around 100 bulbs to plant in their grounds which both have now accepted. Some bulbs will be planted at Adlington Station.

8.2

Chorley Liaison Meeting by Microsoft Teams will be held online or by phone connection on Wednesday 18 November at 6.30pm. The Mayor is to represent ATC. The concerns about flooding in Lower Adlington have been requested as Agenda item 4.

The meeting closed at 8.25pm.