

ADLINGTON TOWN COUNCIL

Minutes of a Meeting held on Monday 15 March 2021 held at 7.15pm using Zoom online technology due to the corona virus social distancing measures

Members Taking Part:

Councillors: Cllrs K O'Donnell (Mayor), B Speers (Deputy Mayor), C. Hart, J Lowe, J Molyneaux, K Snape, N Buckley, P Walkden, P Wilson and S Clewlow

Guest speaker for item 1: Tracy Keating, the Manager of the Dial-a-Ride Service.

In Attendance: Christine Bailey (Clerk).

1. **Discussion:** Tracy Keating, the Manager of the Dial-a-Ride Service explained that as social distancing measures are relaxed local publicity to raise awareness of the Dial-a-Ride Minibus Service and the possibility of setting up a local car sharing service if enough volunteer drivers express an interest could be explored for the Lower Adlington area where access to public transport is more limited. The Town Council agreed to discuss the options and next steps at its April meeting and thanked Tracy for taking part in the meeting.
2. **Open Forum:** The Clerk had been not informed of any matters for discussion.
3. **Apologies for Absence:** Cllr Robinson gave his apologies for the meeting.
4. **Minutes of the Meeting of Monday 15 February 2021.** These were proposed by Cllr Lowe and seconded by Cllr Speers for approval. This was agreed. The approved Minutes will be signed by the Town Mayor.
 - 4.1 **Matters Arising:** It was noted that:
 - 4.1.1 Cllr Kim Snape has submitted the Town Council's response and supporting information on car sharing ideas to be considered by Chorley Council's Sustainable Transport Task Group.
 - 4.1.2 The Town Mayor will take part in the online Parish and Town Training, Lancashire Clerk and Councillor Workshops on 6 and 20 May.
 - 4.1.3 Cllr Lowe has circulated the ATC proposed entries for the LBKV 2021 outdoor Competition due by 17 April.
5. **Declarations of Interest:** Cllr Molyneaux in items 7.1 and 7.2 and Cllr Speers in item 8.3.
6. **Items for Discussion**
 - 6.1 The proposed Recommendations of the Web and Communications Working Group of 4 March 2021 meeting to update and add content of local interest/information to the Town Council's website were approved as follows:
 1. Before each meeting the Town Mayor and Clerk will identify any items to be removed or updated from the website, currently by Cllr Buckley.
 2. The overall design of the website will remain as it is for now.
 3. As activity begins Cllr Buckley will 'design' the news page so that several activities can be displayed at the same time.
 4. The adding of links in future should be by agreement and at the Council's discretion.
 5. The Town Council should consider further how to raise its profile locally and to reflect this on the website at a future date.
 6. The Clerk will ask Chorley Council for clarity on the disclosure required.
 7. The Group's review of the Social Media Policy was approved by the Town Council on 15 March 2021.
 - 6.2 The draft Community Foundation for Lancashire end of grant Report and the total expenditure incurred were approved for submission to the funder by 22 March 2021. The Clerk will clarify the ongoing support that LW Storehouse might provide to families in need in the SE Chorley district and will continue to raise local awareness.
 - 6.3 The list of all current ATC policies, including standing orders, financial regulations, the Code of Conduct, data protection compliance and their previous review dates were noted. It was agreed that to maintain relevance with current legislation/guidance and as good practice, the Council would review a policy at each of its 2021 meetings or by the next specified review date.
 - 6.4 The Council considered and approved :
 - 6.4.1 The addition to and update of the Annual Review of the Council's Risk Management Register
 - 6.4.2 As advised by NWS it will carry a spare set of replacements pads for each AED to prevent any delay in their replacement whether from use or cyclical replacement on expiry and the Council's AED policy was also amended.
 - 6.5 It was agreed that it would be useful for the Town Council to have an annual activities plan/calendar for 2021/22. Councillors were asked to comment on the draft document for agreement at the April meeting. It was agreed that the Community Awards, the Citizen's and Junior Citizen's Awards should be advertised. Cllr Clewlow suggested creating an additional category for a 'Group Award' to invite nominations for specific local community or voluntary groups which had made a significant community contribution during the last 12 months.
 - 6.6 It was agreed that the Town Council should apply for a contribution towards the cost of lighting the War Memorial to LCC's Champions Grant scheme.

- 6.7 It was agreed that the Town Mayor as the Council's NW Flood Action Group representative would response to LCC's Flood Risk Management Strategy 2021-2027 public consultation by 19 March 2021.
- 6.8 The Council considered Chorley Council's proposed outdoor space improvements in its area which are grouped in three phases in its draft Open Space, Sports and Recreation (OSSR) Strategy Action Plan 2020-2036. The Town Council proposed that due to its condition the resurfacing of the Fairview Play Area should be in phase 1. It was noted that initial work to create the Grafton Street amenity space has started. The Council will respond to the public consultation by 29 March 2021.
- 6.9 The Council noted the two concerns received from residents about:
- 6.9.1 Dog owners failing to pick up after their dogs in the grounds of Fairview Community Centre. The Council commented that this is becoming a more prevalent and widespread concern across the district. Chorley Council as the owner of these premises has been asked to respond
- 6.9.2 The stone wall on Railway Road in front of the NHS Adlington Clinic. Two Councillors have looked at it. Although some mortar has fallen out due to freeze thaw action, the wall is in a safe condition.
- 6.10 Under other urgent matters it was noted that several Town Councillors had reported that the lower end section of the wooden fence on Railway Road leading up to the railway bridge has fallen down and the difference in level is being shielded by plastic barrier fencing and bollards. Lancashire County Council is aware and is trying to verify the ownership of the fence so that further work can be carried out for health and safety reasons. The Clerk had also reported to LCC Highways a resident's complaint received following the recent resurfacing work to Babylon Lane.

7 Planning

7.1 New Applications which the Town Council considered as follows:

21/00209/FUL: Change of use from residential (C3) to drinking establishment (Sui Generis) with landlord's accommodation together with internal alterations at PR6 9LP. It was noted that at this specific location there is no adjoining residential use and public parking is available close by at the rear. The applicant has previous relevant management experience. Micro pubs are very popular. No objection under these circumstances.

21/00196/FUL: Erection of infill extension to south west side of existing industrial buildings for use within Use Classes E(g), B2 and/or B8 at Fairport Engineering, Adlington Mill, Market Place, Adlington, PR7 4EZ. The Town Council had no comment as the proposal is within the footprint of the existing premises.

21/00152/FUL: Alterations to front elevations to include new shop fronts and co-joining both properties at 7-9 Market St, Adlington, Chorley, PR7 4HE at Trades 4 Jobs, 9, Market Street, Adlington, PR7 4HE. This proposal was thought appropriate.

7.2 These applications were noted and left for neighbours' comments:

21/00217/FULHH: Rear dormer including hip-to-gable extension of existing roof at 51 Abbey Grove, Adlington, PR6 9QB

21/00228/FULHH: Two storey side extension and detached outbuilding to accommodate a garage and home gymnasium at Quarryview, Sandy Lane, Adlington, PR7 4JT

21/00202/FULHH: Single storey rear extension and alterations to roof over existing single storey rear extension at 2, Mornington Road, Adlington, PR6 9NX

21/00142/FULHH: Single storey rear extension at 30, Fairview Drive, Adlington, PR6 9SB

8 Finance

8.1 The monthly statement of accounts and the budget review for February 2021 were approved.

8.2 The transfer of £5,000 from the ATC Business Instant Account to the current account was approved.

8.3 The payment of the following accounts was agreed:

Clerk	Administration and financial management, March 2021	£399.56
Clerk	Mileage: 36 miles @ 0.45ppm in February 2021	£16.20
HMRC	PAYE on Clerk's salary costs for Q4 20/21 financial year	£15.00
Reimburse petty cash	Stationery, labels & box of A4 paper	£18.20
EE	ATC Clerk's mobile Invoice at 16 March 2021, with VAT	£9.70
Cllr Bev Speers	Zoom online telephone conference monthly subscription, with VAT	£14.39
LW Storehouse: Invoice 9	February 21: 36 weekly food parcels for 11 families with 19 children	£915.00
LW Storehouse: Invoice 10	March 21: 31 weekly food parcels to 12 families supporting 23 children	£900.00
Parish & Town Training, Lancashire	Non-Member rate for two May Workshop sessions for attendance by the Town Mayor	£90.00
Steve Reece	Repair bolted door, Community Noticeboard, Railway Road	£20.00

9 **These items for Information were noted as follows:**

9.1 The online Chorley Liaison meeting, Wednesday 17 February 2021 focused on the launch of Chorley Council's new website and issues of local concern raised by various local councils.

9.2 The minutes of the FoAL AGM 2001 were noted.

9.3 The proposals of the Chorley Emergency Food Working Group meeting, 1 March 2021 were noted.

9.4 Supporting Slow Ways – Guidance for local Councils to extend national access on foot. This was noted.

The meeting closed at 8.30pm.