

**ADLINGTON TOWN COUNCIL**

Minutes of a Meeting held on Monday 19 April 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 (Town Mayor), B Speers (Deputy Mayor), C. Hart, J Lowe, J Molyneaux, P Walkden, and S Clewlow

**In Attendance: Christine Bailey (Clerk).**

A Minute's Silence: Was held in memory of HRH the Duke of Edinburgh and former Town Councillor Robert Yates who had held the position of Town Mayor on three occasions.

1. Open Forum: The Clerk had been not informed of any matters for discussion.
2. Apologies for Absence: Cllrs Buckley, Snape, and Robinson gave their apologies for the meeting.
3. Minutes of the Meeting of Monday 15 March 2021. The draft Minutes were proposed and seconded for approval subject to amendment of item 6.10 to read that LCC Highways is clarifying the ownership of the wooden fencing on Railway Road with a view to securing its repair on health and safety grounds due to the difference in ground level. Subject to this amendment the approved Minutes will be signed by the Town Mayor.
  - 3.1 Matters Arising: It was noted that:
    - 3.1.1 One section of the metal railing at the mini-roundabout at the junction of Railway Road with the A6 has been damaged and another is missing with bollards in its place. LCC is to be asked to replace it.
    - 3.1.2 LW Storehouse has thanked the Town Council for its support and will continue to support families in need in the SE district through its existing food parcel scheme.
    - 3.1.3 The concerns of a resident in Rossendale Drive were noted to be acknowledged.
  - 4 Declarations of Interest: Cllr Molyneaux in items 6.1 and 6.2 and Cllr Speers in item 7.3.
  - 5 Items for Discussion
    - 5.1 The proposal from Tracy Keating, the Manager of the Dial-a-Ride Service to support the setting up of a local car sharing service once the interest from local volunteer drivers is assessed and the offer to advertise access for residents in the Lower Adlington area to the Minibus Service (once social distancing measures are relaxed), were agreed. The Town Council will publicise both initiatives locally. The Finance Working Group will meet to recommend a proposed budget for the car sharing scheme and to consider the Community Award applications.
    - 5.2 The Town Council agreed the annual activities plan/calendar for 2021/22 to co-ordinate its programme. It noted that Light Adlington had commenced in mid-November to make the most of the small lit Christmas trees.
    - 5.3 It was agreed to authorise Cllr Robinson to buy replacement pads and batteries for each AED in advance of their expiry dates to prevent delay in cyclical replacement. The AED policy was amended to reflect this.
    - 5.4 It was noted that the Government requires local council meetings to re-start face to face as soon as practical following the local elections on 6 May 2021 providing each is managed in a Covid-19 compliant way. Chorley Council will do so from 17 May onwards. It was agreed the Annual Town Meeting and Annual Meeting of the Town Council will be held on-line on 10 May 2021. Nominations for the Town Council's 2021 Citizen, Jr Citizen & Community Group Awards will be considered at the Annual Town meeting. The formal presentation of the approved Awards will be deferred and held later in the year.
    - 5.5 The draft Annual Town Report 2020/21 was approved in principle with the annual Business Bank and Credit Union Account Interest figures to be confirmed once provided.
    - 5.6 The draft calendar of Town Council meeting dates 2021/22 was approved in principle. A provisional date for the Civic Service was agreed subject to confirmation with St Paul's Church and Rivington and Adlington Brass Band. LCC/Adlington Library is awaiting Government guidance expected on 10 May and to take effect from 17 May 2021 onwards in terms of access to its meeting facilities. Once known the Town Council will agree the format of its meetings from 17 May 2021 onwards.
    - 5.7 The Town Mayor thanked Cllr Buckley for updating the website and for the web statistics. The Website and Communications Working Group will meet to discuss ideas for the Town Council's history to be added to the site.

5.8 The Keep Britain Tidy National Clean-up campaign from 28 May –13 June 2021 was noted. The Town Council agreed to arrange a litter pick with Adlington in Bloom volunteers on Saturday 22 May with two skips for household items if arrangements can be agreed with Chorley Council and Jigsaw Housing Association to be located on two sites in Higher and Lower Adlington respectively. This would go some way to addressing residents' concerns about litter increasingly being dropped or left in and around the Village which is of concern.

5.9 The Town Mayor had no other urgent matters for the meeting to consider.

## 6 Planning

6.1 Applications which the Town Council has previously considered but for which amended plans were submitted were discussed as follows:

21/0013/FULMA: Erection of 4no. industrial buildings for occupation within Use Classes E(g), B2 and/or B8, including car parking and delivery areas, access, remedial and associated works at Fairport Engineering, Adlington Mill, Market Place, Adlington, PR7 4EZ. Support was confirmed providing that the engineering operations respect the residential amenity in terms of noise and hours of operation given the close proximity of neighbouring properties and that residents access to and from their homes is maintained at all times.

20/01053/FULMAJ: Erection of seven buildings comprising light industrial business units on land to rear of 24/26 Westhoughton Road, Adlington. The concerns previously expressed were re-iterated that the proposed site is not appropriate for light industrial use being at the rear of existing residential properties and with unsuitable access.

6.2 These application was noted and left for neighbours' comments:

21/00275/FULHH: Erection of a detached garage at The Barn, Rigby House Farm, The Common, PR7 4DS

## 7 Finance

7.1 The monthly statement of accounts and the budget review for March 2021 were approved. It was noted that the Clerk had picked up an error from December 2020 which has been rectified in respect of a transfer from the Council's Business to the current accounts. It was agreed that the March 21 accounts will form the basis for the Independent Audit to verify the Council's 20/21 year-end figures and financial management procedures, to prepare the Annual Governance and Accountability Return (AGAR) part 2 forms for formal approval and signing at a future monthly meeting before 2 July 2021 for submission to the external auditor PKF Littlejohn.

7.2 The Town Council agreed to sign a letter to request a bank statement from RBS as at 31 March 2021 for the Business Instant Account to support the 20/21 year-end accounts and for the Credit Union account, if needed.

7.3 The payment of the following accounts was agreed:

Clerk	Administration and financial management, April 2021 to include a retrospective NALC increase due from 1 April 2020 at SCP14 and from 1 November 2020 (12 months in post) increment award to SCP 15. Gross total due £178.94 in 2020/21. Net month 1 (April 2021) £378.32.	£557.26
Clerk	Mileage: 28 miles @ 0.45ppm in March 2021	£12.60
Reimburse petty cash	Black printer ink cartridge	£19.59
EE	ATC Clerk's mobile Invoice at 16 April 2021, with £0.10p annual increase	£9.80
Cllr Bev Speers	Zoom online telephone conference monthly subscription, with VAT	£14.39
Cllr Alan Robinson	Purchase at NWAS discounted rate AED replacement padlock	£96.00
Steve Reece	Ease sticking door, ATC Noticeboard, Railway Road	£20.00

8 These items for Information were noted as follows:

8.1 Chorley Council's consultation response to the proposed changes to the National Planning Policy Framework and National Model Design Code Consultation (enclosed)

8.2 Chorley Council Neighbourhood Priorities -2019/20 Project Update Report (enclosed)

*The meeting closed at 8.30pm.*