

ADLINGTON TOWN COUNCIL

Minutes of the meeting held on Monday, 15 November 2021

Held at Adlington Library, Railway Road at 7.15pm

Present:

Councillors: Cllrs K O'Donnell (Town Mayor), B Speers (Deputy Mayor), J Lowe, J Molyneaux, N Buckley, P Walkden, and S Clewlow and Christine Bailey (Clerk)

1. **Open Forum:** No issues were raised for discussion.
2. **Apologies for Absence:** Cllrs A Robinson, K Snape and P Wilson all gave their apologies to the meeting.
3. **Minutes of the Meeting of Monday 18 October 2021:** The draft Minutes were proposed and seconded for approval and were signed by the Town Mayor.
 - 3.1 **Matters Arising:**
 - 3.1.1 Lancashire County Council has replied to the concerns of residents in Morningson Road about the impact of parking for the School on their unadopted road. LCC says it will discuss this issue again with the School. As a private road its owners are responsible to control access and parking within its limits.
4. **Declarations of Interest:** Cllr Molyneaux for items 6.1 and 6.2; Cllr Lowe item 7.4 and the Clerk for items 7.3 and 7.4.
5. **Items for Discussion**
 - 5.1 Cllr Clive Hart's resignation from the Town Council was accepted with regret. A formal letter of thanks will be sent following his 12 years of public service, which included being the Deputy Mayor in 2010 and Town Mayor in 2011. The two vacancies for the North and West wards will be advertised. The role description of a Town Councillor was agreed to inform prospective applicants of the scope of the duties and the type of commitment expected.
 - 5.2 Following the second meeting of the Queen's Platinum Jubilee Working Group, it was agreed that the use of existing venues to minimise set up costs was more realistic in terms of the likely available resources and to avoid admission charge. A third meeting will be held on 24 November 2021.
 - 5.3 The outdoor Adlington and District Civic Act of Remembrance 2021 had gone well. Formal thanks will be issued to all who had assisted. Cllr Clewlow explained the completed works to the War Memorial and those still to be done. The connection of the underground electricity supply would necessitate a temporary closure of the bus stop on Railway Road. It was noted that visibility for a driver exiting from Chapel Court has been reduced by the siting of the power supply box on the pavement.
 - 5.4 The Town Mayor reported that Chorley Council's Climate Change policy had been the main item for the October 2021 Chorley Liaison meeting.
 - 5.5 The Town Mayor reported on the joint discussion of a Neighbourhood Plan. Concerns were expressed about the work involved, the cost, capacity, and whether if developed and approved by 50% plus one of the area's electorate, the adopted Plan would be respected by the Local Planning Authority and the Government's Planning Inspectorate when the direction of the UK Government's national planning policy is not clear. A positive benefit might be the opportunity to consult with residents. It was noted that an initial grant of £10k towards the cost of employing a planning consultant could be applied for and, as a joint Plan, an additional technical grant might be available. Subject to the response of each local council, a further joint meeting was proposed. The view of the meeting was not to proceed with this initiative.
 - 5.6 The reports from the two judges of the LBKV competition 2021 were discussed. Some comments seemed contradictory in terms of the presence or not of litter, access to view cited features and the clarity of the map provided. These points would need to be considered for the 2022 competition entry.
 - 5.7 The Town Council thanked Cllr Speers for preparing the Autumn Newsletter. A not-for-profit company in Buckshaw Village has printed and delivered it. The spare copies will be made available for anyone who has not received a copy in the Library and other venues. It was agreed Adlington Scouts should be consulted about the delivery of the Newsletter in 2022 to a mutually agreed timetable.

- 5.8 The Town Council reviewed its Complaints Procedure previously revised on 21 March 2011. It was still thought to be appropriate and was accepted as written.
- 5.9 At the Town Mayor's request the Town Council agreed to reimburse Cllr Robinson for the purchase of a replacement battery for the AED at the Methodist Church on Railway Road.

6 Planning

- 6.1 There was no application for the Town Council to comment on.
- 6.2 The application below was noted and left for neighbours' comments:
21/01211/FULHH: Single storey rear extension at 9, The Common, PR7 4DN
- 6.3 It was noted that the developer of the proposed site for 25 houses at Carrington Road is to appeal against the refusal of planning permission.

7. Finance

- 7.1 The statement of accounts and budget review for 31 October 2021 were approved and were signed by the Town Mayor. It was noted that the business contributions towards the small lit trees have largely been received and the £500 donation towards the traffic management costs of the road closure.
- 7.2 The Town Council considered the recommendations of the Finance Working Group Meeting of 4 November 2021 and the proposed draft budget for the Town Council for 2022/23. The following recommendations were approved:
 - a. That the Community Awards 2022 process should: be invited in November 21, considered on February 22, and paid at the March 22 meeting; continue to be themed to primarily support core funding and/or extra costs for community/voluntary/charitable organisations but also with the possibility of a grant to enable an organisation to contribute towards the proposed Adlington and District Queen's Platinum Jubilee commemorations; and some tightening of the award criteria to reflect the use of public monies to be added
 - b. To continue the 40 basket provision through Chorley Council and ask for an estimated price for 2022/23
 - c. That all CIL money would be used towards the enhancement of the King George V Playing Fields without a further contribution from the Town Council's reserves
 - d. That the continuation of the annual Light Adlington in 2022 be based on feedback received
 - e. That the budget provision of £1,700 be retained in the Community Asset and Service Support budget to support the proposed car Sharing Scheme targeted on Lower Adlington
 - f. That if an Adlington and District Queen's Platinum Jubilee Event is supported, budget provision of £5k should be identified to avoid charging the public; the Town Council should apply for grants where possible; and a souvenir should be considered and bought for all children in the Village
 - g. That an initial budget of £1k would be identified if the Town Council does agree to be part of a jointly proposed Neighbourhood Plan initiative
 - h. That no change to the Council's insurance policy and budget provision for 2022/23 was identified
 - i. That the proposed re-appointment in 2021/22 of APL Ltd as the independent Accountant at a cost of £130 net of VAT was recommended
 - j. That the four local councils in the Adlington District be asked to contribute as a pro-rata split of Chorley Council's tax base for 20/21 to the Remembrance Event costs of the additional traffic management costs of £145 (not met by the £500 donation), the Band, PA and sound engineer hire cost and refreshments. This was agreed. ATC's own contribution will be 60.3% of a total of £610.96.
 - k. That the draft budget for 2022/23 proposed as enclosed was approved subject to consideration in item 7.3 below of the provision required to budget for the Council's future annual administration costs
 - l. That it was proposed to retain the precept at £19k as in the previous year given the reserves
 - m. That no change or amendment was considered necessary to the Town Council's Financial Safeguards, Risk and Asset Management policies and procedures.
- 7.3 The Clerk left the room. The Town Council discussed the issues below in line with the terms of the Clerk's contract and agreed:
 - a. The salary progression due at the second year of appointment on 1 November 2021 from the NALC SCP 15 at £12.24 per hour to SCP16 £12.48 per hour on the 20-21 national salary scale award effective from 1 April 2020

- b. The request for payment of the additional hours owed in years 1 and 2 above the contracted 8 hours per week. This equates to 69.6 hours in year 1 and 50.6 in year 2.
- c. An increase from 8 to 10 hours per week to the Clerk's contracted hours to enable delivery of the Council's work programme and to allow holiday entitlement to be taken will be introduced from 1 November 2021.
- d. The Independent Auditor will be asked to clarify how this payment should be issued, and
- e. A date for the annual appraisal of the work of the Clerk will be arranged.

7.4 Payment of the following accounts was agreed:

Clerk	Administration and financial management, November 2021. Approved at the SCP 15 rate for 8 hours per week pending calculation of item 7.3 a-c and the advice of the Council's Independent Auditor (item 7.3d)	£424.32
Clerk	Mileage: 24 miles @ 0.45ppm in October 2021	£10.80
EE	ATC Clerk's mobile invoice dated 16 November 2021	£9.80
Town Centre Trees Ltd	Stage 2 payment towards Light Adlington 21 order of 48 lit trees and 8 wall plates from 40 businesses: based on the additional contributions received	£1,395.00
TMSD	Traffic management of Remembrance closure order Railway Road, net cost	£645.00
Cllr Lowe	Reimbursement of wine for Adlington & District Remembrance Event	£15.96
CDS Events	Hire of PA system including engineer and a back-up generator if required for the Civic Remembrance event, including VAT	£120.00
Green Man Marketing	Print and delivery of 3,100 copies of Autumn Update, VAT exempt	£683.50
Cllr Alan Robinson	Reimbursement of CR Plus Charge-Pak AED replacement kit - 2 electrodes, 1 battery charger for the Railway Road AED, with VAT	£114.00

8 Items for Information.

- 8.1 United Utilities proposed works at Rivington & Anglezarke Impounding Reservoir based on the letter and plan were noted. This will require Footpath closure and/or diversion until spring 2023.

The meeting closed at 8.50pm.