

Adlington Town Council

Minutes of the Meeting held on Monday 17 April 2023

in Adlington Library, Railway Road, Adlington commencing at 7.15pm

Present:

Councillors: Cllrs B Speers (Town Mayor), N Buckley (Deputy Mayor), A Robinson, A Rothwell, A Cross, J Lowe, J Molyneaux, K O'Donnell, K Snape, P Walkden and S Clewlow

In Attendance: C Bailey (Clerk)

1. **Declarations of Interest were received from:** Cllr Molyneaux for item 8 and the Town Mayor for item 9.5
2. **Open Forum:** There were no attendees at the Open Forum.
3. **Notice of intention to stand down as a Town Councillor:** Cllr Peter Wilson has decided not to seek re- election as a Town Councillor due to the demands of his other commitments. He will stand down at the end of his term of office. The Town Council thanked Cllr Wilson for his support.
4. **Apologies for Absence:** None were received.
5. **Minutes of the meeting:** on Monday 20 March 2023 were proposed, seconded, and signed by the Town Mayor.
6. **Matters arising for information only.** It was noted that:
 - 6.1 An application for a Tree Preservation Order has been made to Chorley Council for the red chestnut tree
 - 6.2 It was thought some broken tree branches left amongst the vegetation between Railway Road and the access to Adlington Station might result from wind damage but may have been left by a contractor working for Network Rail. It was agreed to inform Network Rail and to update the resident.
 - 6.3 Cllr Robinson said he would confirm the ownership of the broken-down fencing in the two locations along the Adlington Circular Walk as identified by Cllr Cross.
7. **Items for Discussion:**
 - 7.1 The Town Mayor and Cllr Molyneaux confirmed that the launch of the Adlington Food Club had gone well, with volunteer support, a diverse selection of foods and a positive response from the public. The Town Council agreed to pay for the aprons and name badges for the volunteers as a small contribution towards this initiative.
 - 7.2 The Coronation Planning Group's proposed allocation of the £1k grant from the National Lottery Community Fund was approved as listed in 9.6 towards each of the district's events which are open to the public.
 - 7.3 The three individual nominations received for the 2023 Adlington Citizen Award and the two for the Stephen Higgins Junior Citizen Award were agreed. A team nomination was proposed and accepted for a Citizen Award. Nominees will be contacted and invited to be presented with their Award at St Paul's Club following the Town Council's Civic Service on Sunday 25 June 2023.
 - 7.4 The Town Council agreed the dates for the 2023/24 meeting calendar and for its main events.
 - 7.5 It was reported that 11 Town Councillors have been elected un-opposed for

a further term of office. In compliance with legislation due to the coronation bank holiday weekend, the Town Council agreed that:

- It's two annual meetings will be held on Monday 15 May 2023,
- Cllrs elect, June Molyneaux and Kim Snape, would sign their respective Declaration of Office for the new council at the monthly meeting on Monday 22 May 2023 due to a meeting clash,
- All other Town Councillors would sign their Declaration of Office at the Annual Meeting of the Town Council on 15 May 2023, or before that date by making a specific arrangement with the Clerk, if unable to attend the meeting,
- The forms for Register of Interest and use of email for town council business will be circulated for completion and return to the Clerk, and
- The arising vacancy will be advertised to be filled by co-option in due course.
- All Town Councillors elect were reminded to complete and hand in their election expense form at Chorley Town Hall reception desk even as a nil cost return, and that all electoral lists obtained for any ward must be destroyed in line with GDPR rules.

7.6 Nominations for Town Mayor and Deputy: Cllr Molyneaux proposed, and Cllr Lowe seconded that Cllr Buckley and Cllr Snape respectively should be nominated as Town Mayor and Deputy Mayor based on length of service. Both have accepted the nomination.

7.7 Items of urgent business agreed by the Town Mayor: comprised:

- Agreement of the design of a Town Council presentation cheque for charity purposes, and
- That a Chorley Council Engagement Officer would take on the fund-raising role for Adlington Youth Group. The Town Council requested a quarterly update report be submitted to it for information.

8. **Planning**

8.1 Notification of LCC's application SCP/2023/0001 for a scoping opinion request on the need for an Environmental Impact Assessment for a proposed anaerobic digester unit and ancillary development on land adjacent to Wigan Lane, Heath Charnock, Adlington, Chorley has been received. No information was available on LCC's website. The Town Council agreed to consider the proposal by email.

8.2 The householder applications were noted and left for neighbour comments.

9 **Finance**

9.1 The Town Council approved the accounts and budget reports as at 31 March 2023 as the basis for the preparation of the 2022/23 year-end accounts noting a £300 donation received in support of one the Town Mayor's charities. The Town Mayor proposed that the Finance Working Group should meet to review the 2023/24 income and expenditure budget considering current cost of living pressures.

9.2 The Town Mayor asked Councillors to comment on the indicative on-line payments process and compliance with the NALC model Financial

Regulations, 2019 and asked for the Bank's on-line banking procedures to be obtained for consideration.

9.3 The Town Council noted the Big Lottery Community Fund letter confirming the £1k grant payment.

9.4 The Town Council authorised the transfer of £5k from its Business Higher Interest to the current account.

9.5 The following payments were approved:

Clerk	The net backdated NALC pay increase from 1 April 2022 to 31 March 2023 and the April 2023 administrative payment	£899.70
HMRC	PAYE deducted from the gross payment to the Clerk	£224.80
Clerk	Mileage: 21 miles @ 0.45ppm in February 2023.	£9.45
EE	ATC Clerk's mobile Invoice on 16 April 2023, with VAT offset by a credit note received due to recent service disruption	£0.00
EXP (Northwest) Ltd	Print of 3,100 copies of the Spring 2023 Update Newsletter	£395
Adlington Scout Group	Delivery of Spring 2023 Update Newsletter to be paid on completion	£250
Reimburse Councillor Speers	Purchase of 90 additional fridge magnets as Coronation commemorative gifts, inclusive of VAT & delivery	£52.01
Reimburse Petty Cash to Clerk	One ream 500 xA4 75gram paper	£4.75
Rivington and Adlington Brass Band	Donation to one of the Town Mayor's Charities, received by the Town Council on 17 March 2023	£300.00

9.6 The following contributions were approved from the National Lottery Grant towards the following District Coronation event costs:

Adlington Carnival Committee	The gift for attendees	£50.00
Friends of Adlington Library	Arts and craft materials and /or towards refreshments	£100.00
Fairview Y&CC Committee	Prizes & refreshments for the Family Bingo session	£100.00
St Pauls PCC	Refreshments at the 'It's not a street party – party'	£100.00
Friends Together	Refreshments and/or a small commemorative gift	£100.00
Adlington	Refreshments	£100.00

Luncheon Club		
Adlington Area Friendship Group	Refreshments and/or activity costs	£100.00
Adlington Youth Group	Refreshments and/or activity costs	£100.00
Reimburse Cllr Power HCPC	Prizes for the winning entries in the Art Competition	£138.60
Reimburse Petty Cash	5 Coronation lamp post signs for display at each venue	£28.55
EXP (Northwest) Ltd	Print 25 large Coronation event posters with Lottery logo	£65.00

- 10. Item for Information:** The Town Mayor thanked the Council for its support during the year.
The meeting closed at 8.15pm.