

Adlington Town Council

Minutes of the Meeting held on Monday 19 June 2023

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

Present:

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

In Attendance: Mr and Mrs Birchall who were congratulated and presented with a Certificate for the Adlington District King's Coronation 6-8 May 2023 Best Dressed House as chosen following an online public vote.

Apologies for absence: Cllr P Walkden

1. **Declarations of Interest were received from:** Cllr Molyneaux for item 6; from the Town Mayor and from Cllr Lowe for item 7.3

2. **Open Forum:** no items for discussion

3. **Minutes of the meeting:** of Monday 22 May 2023 were proposed, seconded, and signed by the Town Mayor.

4. **Matters arising for information only.** It was noted that:

4.1 Cllr Robinson confirmed that Pincroft Ltd owns the two sections of broken down fencing along the Adlington Circular Walk and it is being replaced.

4.2 Lindsey Blackstock has acknowledged receipt of the notes in the Jubilee Recreation Ground draft addendum enclosed with the 22 May minutes

4.3 The Finance Working Group will meet on Tuesday 20 June 2023.

5. **Items for Discussion:**

5.1 The arrangements for the Civic Service on Sunday 25 June 2023 at 10.15am were finalised with the agreement of the numbers for catering, the presentations and the health and safety risk assessment.

5.2 The household waste event was agreed for Saturday 8 July 2023 from 8.30am-12 noon with a skip on Adlington Community Centre carpark and at Windsor Avenue funded respectively by Chorley Council and Jigsaw. A litter-pick will be held. The event is on social media, in the Summer Update newsletter, and in the Notice boards which the Town Council thought was sufficient. Cllr Snape said she would ask Chorley Council to print about 500 flyers for distribution. Notices will also go up on site at each venue. A Town Council rota to staff each skip will be finalised. Chorley Council's staff will be in attendance to assist. Cllr Speers has notified St Catherine's hospice for items for up-cycling. Bicycles, wheel chairs or mobility items will be for the Ukraine Charity appeal.

5.3 The summer Update newsletter content and the print costs were agreed. The Town Council thanked Cllr Speers for compiling the Newsletter. Cllr Buckley will get it print ready. Adlington Scout Group will deliver it.

5.4 Cllr Lowe has met Sean Blake to agree the work required for two Neighbourhood Priority Projects: the two benches at Babylon Lane lights will have the wood replaced and varnished as the metal frame is in good condition and the location for the Adlington entry sign at the Anderton boundary was agreed. The Town Council proposed the Adlington crest for its design. Cllr Buckley can supply a high resolution copy.

5.5 It was agreed to go out to tender once Cllr O' Donnell has obtained an

updated list of potential road traffic management service suppliers for the closure of Railway Road for the Remembrance Service. Cllr O'Donnell will prepare the road closure application in due course.

5.6 The Town Council agreed to split the £300 LCC bio-diversity grant between the two primary schools in Adlington. The Town Mayor will attend St Pauls CE PS on 30 June to present the £150 cheque. A date will be arranged with Adlington PS. The Town Mayor will maintain contact with both Schools to support their project to completion to include a report back to LCC as the funder.

5.7 The Town Council agreed to advertise the North Ward vacancy for a Town Councillor to be filled by co-option with a closing date of 28 July 2023.

5.8 The following items were raised as the Town Mayor's urgent business:

- i. Chorley Liaison Meeting will be on Wednesday 19 July at 6.30pm, with agenda items requested by 3 July 2023. Cllr Snape proposed that as the LCC Cabinet Member for Highways has been invited the concern about traffic speed and the lack of enforcement of parking regulations should be requested for the Agenda. The Town Mayor will take part in the meeting.
- ii. Cllr Speers and Lowe expressed their concern that due to the increase in the staff cost, in part due to the demand of up to 40 young people per session, the funding timescale has been reduced to December 2023 and that additional staff resources need to be secured as soon as possible for the 2024 year.
- iii. Two additional items for payment will be approved: the Go Daddy domain renewal for the ATC website and the cost of the updating the Stephen Higgins Shield and two additional individual shields. It was noted that a new Shield would be required from 2024.

6. Planning

6.1 There were no applications for the Town Council to consider.

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

7 Finance

7.1 The Town Council approved the accounts and budget reports as at 31 May 2023. The receipt of the annual precept at £20,900 was noted.

7.2 The Town Council discussed and approved the various documents required to support the Town Council's Annual Governance and Accountability Return (AGAR) Form 3 2022/23 for the year-end accounts as at 31 March 2023 comprising the:

- i. Independent Audit Report (page 3) which confirms overall satisfaction at the financial management procedures being used with a minor change requested for consistency to two values in the Asset Register. Any further observations received will be reported to the July meeting
- ii. Asset Register as approved on 21 November 2022 for the value to be included in Section 2, AGAR 2022/23, page 5
- iii. CIL 2022/23 year-end report for issue to Chorley Council and for display on ATC's website as a nil income and expenditure return
- iv. Annual Governance Statement 2022/23 (Section 1 AGAR – page 4) which was signed by the Town Mayor and the Clerk
- v. Accounting Statement 2022/23 (Section 2 AGAR – page 5) which had been signed by the Clerk/RFO, was approved and was signed by the Town Mayor,

- vi. Section 3 External Auditor's Report and Certificate 2022/23 (page 6) for completion by the External Auditor PKC Littlejohn LLP
- vii. Agreement to comply with the initial and any subsequent Public Notice requirements following the External Audit, and the
- viii. Timetable for public display of the Town Council's year-end accounts at 31 March 2023 from Monday 26 June to Friday 4 August 2023.

7.3 The following payments were approved:

Clerk	June 2023 net administration and financial management payment	£483.70
HMRC	PAYE deducted from the gross June 23 payment to the Clerk	£120.80
Clerk	Mileage: 24 miles @ 0.45ppm in May 2023.	£10.80
EE	ATC Clerk's mobile Invoice 16 June 2023 at £20.58 has been met by EE as a gesture to reflect previous service disruption. Payment will be required from the 16 July 23 invoice onwards	£0.00
Reimburse Cllr Lowe	Reimburse the purchase of plants for the ATC sponsored planters	£29.50
Noah's Ark Kitchen and Deli	The buffet for the Adlington Town Council Civic Service based on 50 attendees	£333.75
Reimburse Cllr Buckley	Annual renewal of the Go Daddy website domain name at £11.99, with VAT £2.39	£14.38
Reimburse Petty Cash	To comprise two replacement ink cartridges £84.28; Civic Service: various crisps £7.00 & Shield purchase and engraving £43.10	£144.83

8. Items for Information were noted as:

8.1 Ryan Powell, Inspire Youth staff team's update on the fund-raising secured to date for the Adlington Youth Group which reflects that initiated by the Town Council in early 2023.

8.2 The reply from the National Lottery Community Fund Grant with the opportunity to apply for additional funding of up to £9k for an appropriate project by 28 March 2024. The funding criteria will be circulated. Initiatives to support either the Adlington Food Club or the Youth Group should be explored.

The meeting closed at 20.21 pm.