

Adlington Town Council

Minutes of the Meeting held on Monday 17 July 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, B Speers, J Lowe, J Molyneaux, K O'Donnell, P Walkden and S Clewlow and C Bailey (Clerk)

1. **Declarations of Interest were received from:** Cllr Molyneaux for item 7 and from Cllr Lowe for item 8.5

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

3. **Apologies for absence:** were received from Cllr A Cross

4. **Minutes of the meeting:** of Monday 19 June 2023 were proposed, seconded, and signed by the Town Mayor.

5. **Matters arising for information only** were noted as:

5.1 Invitations to tender for the management of the Remembrance Service road closure have been issued to six recommended companies. The response will be summarised for the Town Council to consider.

5.2 Recent correspondence received was noted from:

- Fr Buttery proposing that the Town Council consider new entry signs for the Village
- A resident, concerned about the depression in the carriageway at Granville Street which LCC Highways have been asked to assess
- A resident expressing concern about the impact of congestion caused by on-street parking at the junction of Mayfield Avenue with Railway Road
- A resident concerned that access through the rear entrance to Jubilee Recreation Ground was not controlled during the Adlington Carnival, and
- Cllr Lowe to reposition the bus timetable onto the lamp post at the junction of Peel Street and Railway Road due to the narrowness of the pavement.

6. Items for Discussion:

6.1 For future events, the need to update the contact list for the Uniformed Youth Groups was noted. The Civic Service should restrict Awards attendance to the recipient plus one guest and given the timing and the cost, the Town Council should offer crisps and nibbles and supply cordial and sweets for the children.

6.2 It was agreed that two skips were required for the event as the Windsor Avenue skip was full, and a lot of items were taken out of both skips for upcycling to St Catherine's Hospice Care Charity Shop and bikes and mobility items went to the Ukraine Appeal. 11 people joined in the litter pick. It was noted that volunteers are now going out on a regular basis to pick up litter. If this continues, the litter pick may not be required in future years. The Town Council will thank Chorley Council's staff teams who were very helpful at both skips, for the home collections and in assisting the recycling.

6.3 It was agreed that the Town Council would apply to the National Lottery Community Fund to put forward a proposal to use the outstanding balance available as support for both the Adlington Food Club and the Satellite Youth Club around Lottery themes of building strong relationships, minimising the impact of the cost of living crisis and helping people to reach their potential.

6.4 It was noted that Chorley Council intends to set up a local Steering Group to oversee fund-raising support for the Adlington Satellite Youth Club. No applications should be submitted in the meantime. Cllr Snape said that the Town Council would need to decide what role or contribution it is prepared to make.

6.5 The Town Mayor asked Councillors to follow these procedures:

- To respond back only to the Clerk when an email has been circulated to reduce the number of emails that each Councillor receives. The Clerk will summarise and issue the responses received as a single email
- Town Councillors should decide whether to inform all Councillors of an issue or to notify only the Clerk who will respond to the email appropriately
- The Town Mayor does not necessarily need to be copied into each email, and
- The two Ward Councillors will be copied in where Chorley Council is involved.

6.6 The Town Mayor's urgent business was the proposed closure of Adlington railway station ticket office and the potential impact it will have for the Village, for older or vulnerable people who wish to travel and for connectivity. The Town Council will object in its response to the national public consultation.

7. Planning

7.1 The Town Council considered these two applications:

- **23/00549/ADV:** Application for advertisement consent for the display of 1no. externally illuminated gable mounted sign at JR's Ale House, 20, Church Street, PR7 4EX and had no objection.
- **23/00523/FUL:** Erection of first floor extension to main pet shop, erection of first floor extension to existing flat roofed portion at no 52, demolition of outbuildings and erection of single storey food store along with parking provisions at Adlington Pets, 52 Market Street, PR7 4HF and has no objection.

7.2 The two householder applications were noted and left for neighbour comments.

8 Finance

8.1 The Town Council approved the accounts and budget reports as at 30 June 2023.

8.2 The Town Council noted the Credit Union Statement of Account issued on 22 June 2023

8.3 The Town discussed the recommendations of the Finance Working Group Meeting on 20 June 2023 as follows, that:

- Providing the Town Council is careful when considering any new request for funding, the overall 23/24 budget agreed should have sufficient flexibility to cope with the cost of living pressures due to the fact that the May 23 election was not contested, so this budget head will be underspent
- It should explore the potential with Rivington and Adlington Brass Band to reduce the overall annual cost and/or scope of the Band's activities
- It should invite local sponsorship of £100 to help pay for the annual display and maintenance of one floral hanging basket using the Autumn Update newsletter.
- As agreed ATC will not contribute to the Light Adlington 23 scheme, but will partner with Town Centre Trees Ltd to secure interest with payment to be made direct to the supplier for the purchase and maintenance of each lit tree
- The Council will not renew its annual subscription to the Council for the Protection of Rural England (CRPE)

- The Town Mayor will seek to reduce the cost of the Town Council's annual web host and email facility costs and seek to have it paid by Direct Debit,
- The Community Awards budget might be a way to increase funding for specific groups or for their activities, and that
- Having explored the potential to bank online with the Credit Union, the Town Council agreed to proceed to apply for an online Banking Account with the Unity Trust Bank which is geared to support the oversight required by local councils, that it should update its Financial Regulations and Standing Orders to reflect this change. Cllr Robinson said he was not in favour of online banking. The Unity Trust Bank charges £6 per month. Currently the Town Council does not pay for the use of its high street bank account.

8.4 The Town Council agreed to transfer £5k from the Town Council's Business Reserve Account into the Current Account

8.5 The following payments were approved:

Clerk	July 2023 net administration and financial management payment	£483.50
HMRC	PAYE deducted from the gross July 23 payment to the Clerk	£121.00
Clerk	Mileage: 16 miles @ 0.45ppm during June 2023.	£10.80
EE	ATC Clerk's mobile invoices dated 16 June and July 2023 have both been met by EE as a gesture to reflect previous service disruption. EE now regards the 16 May 2023 invoice as outstanding.	£24.22
Reimburse Cllr Lowe	Reimburse the purchase of plants on 16 June for the ATC owned planters	£26.54
EXP (North West) Ltd	Print 3,100 copies of Update Summer Newsletter	£395.00
Adlington Scout Group	Delivery Summer Update Newsletter	£250.00
Rivington and Adlington Brass Band	Adlington Town Council Civic Service, Sunday 25 June 2023	£200.00
APL Accountant Ltd	Independent Audit of the Town Council's year-end accounts at 31 March 2023	£216.00

9. Items for Information were noted as:

9.1 Chorley Liaison Meeting, Wednesday 19 July 2023

9.2 The Eastern Parishes Area Meeting, Thursday 20 July 2023

10. It was agreed that the demonstration of the lighting at the Adlington War Memorial will take place after the 25 September meeting for the various effects to be more visible.

The meeting closed at 20.47 pm.