

Adlington Town Council

Minutes of the Meeting held on Monday 25 September 2023
in Adlington Library, Railway Road, Adlington commencing at 7.15pm

Present:

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

Public Attendance: Open Forum and to observe the meeting: Mr Bill Nolan

1. **Open Forum:** Mr Nolan said that following two recent resurfaces of Babylon Lane from the lights to the Green Lane junction, 45% of the eastern footpath is now level with or lower than the carriageway. Mr Nolan said a minimum demarcation of 100mm is required for pedestrian safety. A new kerbstone should be installed. The Town Council agreed to follow this up with LCC Highways.

2. **Declarations of Interest were received from:** The Town Mayor for item 8.4

3. **Apologies for absence:** were received from Cllrs K Snape (Deputy Mayor) and J Molyneaux.

4. **Minutes of the meeting:** of Monday 21 August 2023 were proposed, seconded, and signed by the Town Mayor.

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

5.1 Network Rail has removed the saw left onsite after the solid fencing was replaced by open fencing to protect the pedestrian footpath over the railway line on Railway Road. Cllr Cross said litter was now being deposited and/or was more noticeable inside the open fencing. The Clerk will report this to Network Rail.

5.2 LCC has confirmed the closure of Bolton Road, Anderton from 23-27 October 2023.

5.3 A nearby resident has complained again to Fairview Youth and Community Centre Management Committee (FYCCMC) about public health and safety concerns due to the delayed contract to extend the car parking provision. Cllr Lowe said the contractor was due to return to site again.

6. Items for Discussion:

6.1 The updated Social Media and the Code of Conduct for Town Councillors policies prepared by the ATC Website and Communications Working Group were approved. The application for a gov.uk website has been submitted. This will require the Town Council to select an approved gov.uk web host provider.

6.2 The Remembrance Service Planning Meeting will be held on Thursday 5 October 2023; the updated event risk assessment was approved; and the lighting of the War Memorial will be an Agenda item to inform the Parish Councils.

6.3 It was agreed that the recently approved 2023/24 LCC bio-diversity grant (£300) would be offered to be split between the Adlington Scouts and the Adlington St Paul's Guides for a project to engage group members of all ages; to comply with LCC's reporting/monitoring requirements; and for the Town Mayor to present each cheque.

6.4 The content of the Autumn Update Newsletter was finalised to allow the design to be made in to a print ready format before it can be sent to the printer.

6.5 The public response to Chorley Council's second phase of consultation on the revised proposals to improve the Jubilee Recreation Ground was supported.

6.7 The Town Council noted the positive interest in the Light Adlington 23 scheme. The Clerk will remind businesses & community organisations of the deadline to take part and to pay for a small lit tree on their premises.

6.8 It was noted that Inspire Youth Service is seeking volunteers as an interim measure to support the delivery of the Adlington Youth Group sessions particularly during staff changes up to 13 October 2023 and in the longer term to support the Group's sustainability.

6.9 The Town Council expressed its concern that the lamp post floral hanging baskets had only survived until August this year, possibly due to inadequate watering, so had been taken down early. Chorley Council says in future it will record their watering. This will be reviewed when the invoice is received. The Town Council will invite individuals and businesses to sponsor a pair of baskets on a lamp post at the cost of £100. A sign will be created to acknowledge this support. The former lamp post baskets will be offered for sale to adjacent Town Councils at £10 each.

6.10 The consultant will demonstrate the installation to light Adlington War Memorial after the Town Council meeting for those who want to take part and will provide instructions by mobile phone.

6.11 The Town Mayor asked for the following to be approved as urgent business:

- A transfer of £5,000 from the RBS to the Unity Trust Bank (UTB) current account to allow the payments listed in 8.4 to be paid by cheque as item 8.2 below
- The cost of the 22/23 year-end account External Audit Assurance Review has increased to from £240 to £252, based on a net of £210 and VAT at £42.

7. Planning

7.1 The Town Council considered application 23/00725/CLPUD for a certificate of lawfulness for the use of a (Use Class C3a) dwelling as a children's home for a maximum of two children, with a manager and two carers on site, working on a rota basis (Use Class C2) at 50, Chorley Road, PR6 9LG. Given the stated staff ratio, there was no objection to this proposal.

7.2 There were no applications for consideration by neighbours.

8 Finance

8.1 The Town Council approved the 31 August 2023 account and budget reports and noted that the £500 deposit is registered as available online in the UTB current account, so is not yet listed as 'spent' in the August Budget report.

8.2 The UTB has approved the Town Council's application for an online current and saver account and the set up information has been received. The Town Council agreed to follow UTB's advice of a phased transition to online banking.

8.3 The 2022/23 year-end Audit is concluded. The External Auditor has requested two changes to the AGAR Section 2 Accounting Statement to:

- Restate the value of the Mayoral chains in both years and
- Include the top-up grant element of the precept in box 3 under 'total other receipts' in 22/23.

The amended AGAR, the External Audit Report and Certificate are on ATC's website.

8.4 These payments were approved:

Clerk	September 2023 net administration and financial management payment	£483.50
HMRC	PAYE deducted from the gross September 23 payment to the Clerk	£121.00
Clerk	Mileage: 28miles @ 0.45ppm during July 2023.	£12.60
EE Ltd	ATC mobile invoice dated 16 September 2023	£20.58
Reimburse Cllr Buckley	Go Daddy Annual software renewal: Office 365 package; standard email & extra email storage with VAT	£258.77
Reimburse petty cash	Mobile hand set charger cable, 80gsm x 400x A4 paper and 1 black & 1 colour HP printer ink cartridges plus delivery	£86.41
PKF Littlejohn LLP	External Audit Assurance Review invoice expected in respect of the ATC 31 March 2023 AGAR year end accounts with VAT	£252.00

9. Items for Information:

9. The Parish and Town Council Conference on Saturday 4th November at The Exchange, County Hall, Fishergate, Preston from 09:30 to 14:40 including lunch, to be followed by LALC AGM

The meeting closed at 20.20 pm.