

Adlington Town Council

Minutes of the Meeting held on Monday 20 May 2024

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

Present:

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

In the absence of the Town Mayor, the Deputy Mayor chaired the meeting.

1. **Open Forum:** No items for discussion.

2. **Declarations of Interest:** Cllrs Speers: item 6.8 & Cllr Molyneaux: items 7.1 & 7.2

3. **Apologies for absence:** Cllr K Snape (Town Mayor) and N Buckley

4. **Minutes of the meeting:** of Monday 15 April 2024 were proposed, seconded, and signed by the Deputy Mayor.

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

5.1 The application to the National Lottery Community Fund to support Adlington Youth Group and the Adlington Good Food Club has not been successful. Project aims, the delivery model and allocation of the grant have to be clearer.

5.2 Adlington Youth Group has been awarded £3,500 in slippage by the Eastern Parishes Neighbourhood Group which will pay for the two-hour weekly session in 2024/25. A meeting of the Steering Group will be requested to discuss fund-raising and operational matters as Inspire is proposing a three hour session to accommodate a wider age-group.

5.3 Lancashire Police can only respond to a driver visibility or access concern if there is a full obstruction of a driveway or road that is reported to the Police at the time it occurs. LCC Highways has replied saying compliance with the Highway Code is expected at all times and any obstruction should be reported to the Police. LCC Highways have no record of any injury collisions at the Rossendale Drive/Bolton Road junction so are not currently considering any restrictions. The complainant will be informed.

6. **Items for Discussion:**

6.1 The arrangements for the household waste skip and the litter pick event were finalised. All Councillors took flyers to distribute to nearby householders. Posters will be displayed to advertise the event on Saturday, 15 June 2024. All of the Uniformed Youth Groups will be asked to assist and will be sent the event Risk Assessment which was approved. Cllr Robinson said he will assist at the Windsor Avenue skip. Cllr O'Donnell will pass the high visibility vests to Cllr Lowe.

6.2 The Town Council finalised arrangements for the Civic Service to include: discussion and acceptance of the quote for catering; the risk assessment; and noted that no nominations were received for the Stephen Higgins Junior Citizen Award. It was agreed that a card reader and/or if necessary a mobile phone would be trialled to support the Town Mayor's raffle. In loaning her card reader, Cllr Cross will liaise with the Town Mayor on the technical details.

6.3 The Town Council noted it would not be compliant with Assertion 3 of the year-end Annual Governance Statement Section 1- 2023/24 for the General Data Protection Regulations (GDPR) until, as agreed, it has transferred the website to a

gov.uk address/host provider prior to the annual renewal and all Councillors then use a generic council email address for Adlington Town Council business.

6.4 The handy person contacted said that the minor repairs to the two noticeboards outside the Library and at Market Street could not be carried out until autumn. Cllr Lowe said she may have two other contacts which she will approach and seek to agree on-site the repairs specification required.

6.5 The proposed content and timetable for the preparation and distribution of the summer edition of the Town Council's Update Newsletter was agreed. The timing of the sign-off of the final proof and obtaining the print ready version will be critical to give the Scouts two weeks for delivery before the school summer holidays. The need for the print-ready stage was queried. It was suggested a quote be obtained from a Chorley-based printer that Cllr Speers has recently used to print a leaflet for the Adlington Good Food Club directly from a PDF.

6.6 Adlington Library has agreed to display the portrait of the King Charles III.

6.7 Cllr O'Donnell has expressed an interest to take part in the LALC online training Neighbourhood Planning session on 20 June 2024. This was agreed. The Information and Communication budget will be used to meet the cost of £65.

6.8 It was agreed that the Adlington Good Food Club should be proposed for the summer edition of the LALC Newsletter to local councils in Lancashire to share good practice based on the content of its first Anniversary Newsletter 2024. Further discussion of the apparent discrepancy in the expenditure information for the Adlington Good Food Club agreed that this should be queried and concern expressed about how Chorley Council contrary has apparently allowed the Club's Eastern Parishes Neighbourhood grant to be spent outside of the Adlington District

6.9 The Town Mayor's urgent business comprised agreement to:

- Arrange the 80th anniversary of the D-Day Landings as an open event to include notification of the schools and use of the Annual Remembrance Service invitation list. A short service will be held at Adlington War Memorial at 10.45am led by Fr Buttery at which wreaths can be laid. Cllr Clewlow has offered to provide a wreath for the Town Council. Cllr Buckley has agreed to design a poster and centre-piece for the wreath. Cllr Robinson will light the War Memorial in red in the evening at 9.15pm to co-incide with the national arrangements.
- It was agreed to approve for payment under item 8.5 the Town Mayor's Allowance at £850 and to renew the annual data protection fee of £40, and
- Cllr Molyneaux said that the podiatry clinic was not operating in Adlington, and asked that the Town Council ask when and/or whether it would open to avoid the journey to Coppull
- Cllr Lowe said that the refurbishment of the benches at the Babylon Lane traffic lights is completed. LCC Highways still have to approve the Adlington entry sign on the Anderton boundary.

7. Planning:

7.1 Applications for comment by the Town Council: none. It was noted that the Babylon Lane planning appeal was dismissed on flood risk concerns.

7.2 Applications to be noted and left for neighbours' comments: 24/00307/CLPUD:
Application for a certificate of lawfulness for a proposed single storey side extension at 51, Grove Crescent, PR6 9RJ

8 Finance

8.1 The Town Council approved the 30 April 2024 account and budget reports. The receipt of £400 in sponsorship of the floral hanging baskets was noted. A further £200 is expected to be received in May 2024

8.2 RBS has confirmed that the Town Council's current account has been closed

8.3 Chorley Council's remittance for the 24/25 precept of £21,945 has been received

8.4 The transfer of £1,000 from the UTB Instant Access to the UTB Current Account was agreed to cover the cost of the expenditure to be approved as listed in 8.5 below

8.5 These payments were approved to be paid online from the UTB current account:

Clerk	May 2024 net administration and financial management at 8 hours per week	£414.66
HMRC	May 2024 PAYE deducted from the gross payment to the Clerk	£103.60
Clerk	Mileage: 12 miles @ 0.45ppm in April 2024	£5.40
Reimburse Petty Cash	Paid by Clerk: £30 to repair the new Stephen Higgins Junior Citizen Award Shield and £5 copy For ATC's Railway Road notice board key	£35.00
EE Ltd	ATC mobile invoice dated 16 May 2024	£22.20
Adlington in Bloom	Inv 6/24: Adlington Town Council's sponsorship of plants and materials for its three planters in the Village	£200.00
Cllr K Snape	Town Mayor's Allowance	£850.00
Information Commissioner Office	Town Council's renewal of the annual data protection fee licence - £40. Paid by Clerk. Renewal due 22 June 2024	£40.00

9. Items for Information: none

The meeting closed at 20.44 pm.