

ADLINGTON TOWN COUNCIL

Minutes of a Meeting held on Monday 21st May 2018
in Adlington Library, Railway Road, Adlington commencing at 7.15pm

Members Present:**Mayor** T Summers**Councillors** A Ball, C Hart, F Molyneaux, J Molyneaux, A Robinson, B Speers, P Walkden and A Wilson**In Attendance:** L Crouch (Clerk), Cllr Tim Blackburn of Anderton Parish Council and two local residents.**1 Open Forum**

One of the residents in attendance explained that she had been on a waiting list for social housing in Adlington for five years and having reached position one in the list was disappointed that a house she applied for via Select Move was withdrawn at the last moment. She understood the need arose from time to time for emergency accommodation, but wondered why this had to be in Adlington when she was aware that properties in other areas were available and had been for some time. Councillors explained that location is often relevant to an emergency placement and may have been in this case. She was advised to contact the housing department at Chorley Council to see if they could provide any further information.

Cllr Blackburn addressed the meeting to explain Anderton Parish Council's concerns regarding the requirement for small councils to appoint a Data Protection Officer under GDPR rules, and suggested that local parishes could possibly share this responsibility in some way. Concern was expressed that part of the role is liaison with the Information Commissioner's Office, which could be a problem as some Councils are registered and some are not. It was suggested that a decision is made after taking advice from the Lancashire Association of Local Councils.

The Mayor thanked the visitors for attending and they left the meeting.

2 Apologies for Absence were received from Cllrs Lowe and O'Donnell who were away and Cllr Evans who had work commitments and accepted by the Council.

3 Minutes of the Meeting held on Monday 16th April and the Annual Council Meeting held on Monday 14th May 2018 were accepted as a true record and signed by the Mayor.

3.1 Matters Arising None

4 Declarations of Interest Cllr Summers declared an interest in item 5.5 as one of the payments is the Mayor's Allowance. Cllr J Molyneaux declared an interest in item 6 as she is a member of the Chorley Council Development Control committee. All Councillors have now agreed their Annual Declaration of Interest for 2018.

5 Finance

5.1 It was resolved to approve the Annual Governance Statement 2017-18 (Section 1 Annual Governance and Accountability Return AGAR) and this was signed by the Mayor.

5.2 It was resolved to approve the Accounting Statements 2017-18 (Section 2 Annual Governance and Accountability Return AGAR) and this was signed by the Mayor.

5.3 It was resolved to approve the statement of accounts and budget review for April 2018.

5.4 It was resolved that the Clerk's salary should be increased in line with the new NJC pay scales received from NALC, and that this should be backdated to 01/04/18

5.5 It was resolved to approve the following payments:

L Crouch	Salary	
L Crouch - Petty Cash	Imprest – award shields, frames and stamps	£50.40
Orange	Phone charges 24/04/17 to 23/05/18	£9.74
T Summers	Mayor's Allowance	£750.00
J Dickinson	Internal audit	£50.00
PWD Creative Solutions Ltd	Update printing	£295.00
Lucy Snape	Update delivery	£200.00
Miss S Christopher (Spinners Arms)	Mayor's Inauguration refreshments	£149.86
Adlington Community Association	Room hire for Remembrance Sunday and Carol Concert and membership subscription	£28.00

5.6 It was noted that no transfer of funds from the reserve to current account is required as the VAT refund from 2017/18 has been paid into the current account.

5.7 The suggestion that the Council should consider switching its accounts to a different bank, included in a letter received from the RBS, was considered. It was resolved that the accounts should remain with the RBS as this is the only bank with a branch in Adlington.

5.8 It was resolved that Cllr Lowe should be removed from the list of bank account signatories and Cllr Walkden (Deputy Mayor) added. The Clerk will obtain the appropriate forms from the bank.

6 Planning

6.1 New or Amended Applications for consideration. None.

6.2 Applications to be left for neighbours' comments

It was resolved to leave the following applications for neighbours' comments: **18/00436/FULHH Crawshaw Fold Cottage, The Common** Single storey side extension and **18/00453/FULHH 9 Red House Bridge** Erection of single storey side extension and single storey rear extension.

7 Items for Discussion

- 7.1 It was resolved to continue to produce the Update newsletter in its current format and to try to reduce delays in the design stage as much as possible. As the current delivery service will no longer be available by the time the next edition is published, it was resolved to ask PWD Creative who currently publish the newsletter to also deliver the next edition. Cllrs Speers and Walkden offered to help with proof reading both the draft and publication versions of the next Update. Councillors will bring any suggestions for articles to be included in the next edition to the June meeting.
- 7.2 It was resolved to adopt the LALC templates for the GDPR Public and Employee Data Privacy Notices. The Clerk will personalise these and add the Public Data Privacy Notice to the website. The requirement for a Data Protection Officer was discussed and it was agreed that this would be costly for a small Council to arrange alone. It was resolved to contact LALC for advice. A checklist of action to be taken was discussed and agreed, including disposal of all documents and emails which are no longer relevant and the addition of a notice to the website and notice boards explaining that contact with the Clerk is deemed to be contact with the Council and may be shared with all Councillors. It will also say that details will not be shared any further without permission, and that information will only be kept as long as necessary. It was also agreed that any action taken by the Clerk regarding the above actions should be noted with the date.
- 7.3 It was resolved that all paper copies of planning applications should be securely disposed of within three months of the decision date, with the possible exception of major applications or those where an appeal is likely, which may need to be kept for longer and will be disposed of after the final decision. It was noted that a weekly list of decisions is not currently provided by Chorley Council, Cllr J Molyneaux will check whether this can be done in future.
- 7.4 It was resolved to send a letter of support to the Adlington Heritage Group for its WW1 project.
- 7.5 Following the concerns expressed by the resident in the Open Forum it was resolved to contact Select Move to find out what proportion of Adlington lets over the last two years have been through the bidding process and what proportion have been directly allocated by the company.
- 7.6 The access problem on the alleyway between nos 158 and 160 Park Road was caused by a bin lorry which got stuck in soft ground. Chorley Council have plans to repair the damage to the alleyway surface and to arrange for residents to move bins closer to the road in future.
- 7.7 The responses received from both Lancashire County Council and Chorley Council regarding the predicted shortfall in primary school places in the Adlington & Rivington area were considered. Chorley Council explained that at the time of the Huyton Fields planning process the developer queried the sum requested by LCC for primary school provision and further advice was sought from LCC. When this was not received the application was determined and funding secured taking into account information provided by the developer which indicated a current surplus of primary school places. It was resolved to contact LCC to query why the additional information was not provided, and to copy in the local County Councillor Kim Snape. It was also resolved to query why the original response was not sent directly to the Town Council who had raised the matter.
- 7.8 The Mayor highlighted a problem which occurs occasionally when the Deputy Mayor is attending an event on the same day as the Mayor, in that he cannot borrow the chains of office. It was resolved that as it is unusual for two events to be attended on the same day, the Consort chain of office should be worn by the Deputy Mayor if necessary. It was resolved that no funding is available for additional regalia

8 Items for Information

- 8.1 The Clerk has been contacted by a resident who is concerned that vandalism involving the burning of a footpath walkway has affected vegetation in that area which now needs attention to encourage further growth. The footpath was identified as being located in Heath Charnock, and the Clerk was asked to contact the Parish Council for additional information.

The meeting closed at 8.50pm