

**ADLINGTON TOWN COUNCIL**

Minutes of a Meeting held on Monday 20<sup>th</sup> November 2017  
in Adlington Library, Railway Road, Adlington commencing at 7.15pm

**Members Present:**

**Councillors** A Ball, A Evans, C Hart, J Lowe, K O'Donnell, B Speers, T Summers, P Walkden and A Wilson

**In Attendance:** L Crouch (Clerk)

- 1 **Open Forum** PCSO Ben Pilling sent his apologies as he was unable to attend the meeting but provided a written summary of local crime incidents. The Clerk will ask him to attend the next meeting if possible as the Council would like to discuss a replacement for the Neighbourhood Watch link with the local police.
- 2 **Apologies for Absence** were received from Cllr Robinson who was at work and from Cllrs F & J Molyneaux. These were accepted by the Council. It was resolved that Deputy Mayor Cllr T Summers would chair the meeting in the absence of the Mayor.
- 3 **Minutes of the Meeting** held on Monday 16<sup>th</sup> October 2017 were accepted as a true record and signed by the Deputy Mayor.
- 3.1 **Matters Arising** A response to the query sent by the Clerk to BDO LLP regarding the Annual Return has not yet been received.
- 4 **Declarations of Interest** Cllr Lowe declared an interest in item 5.2 as she was to be reimbursed for items bought on behalf of the Council.

**Finance**

- 5.1 It was resolved to approve the statement of accounts and budget review for October 2017.
- 5.2 It was resolved to approve the following payments:

L Crouch	Salary	
Petty cash	Imprest – Remembrance Sunday refreshments	£24.20
Orange	Phone charges 24/10/17 to 23/11/17	£9.74
J Lowe	Plants for planters	£25.99
J Lowe	Remembrance Sunday refreshments	£28.00
Rivington & Adlington Brass Band	Attendance at Remembrance Sunday (£350) and Carol Concert (£250)	£600.00

- 5.3 It was resolved to transfer £1100 from the RBS savings account to the current account
- 5.4 The proposals of the Finance Working Group held on 06/11/17 were agreed as follows:
- The current year's overspend of £1200 on the Streetscene (Furniture) budget will be a result of the damage caused by a lorry to the notice board in Lower Adlington which has had to be replaced. The overspend will be taken from the Community Asset Support budget. In addition £50 will be taken from the Hanging Basket section of the Streetscene budget to cover an overspend in the Planters budget.
  - The budget for 2018/19 will be similar to the 2017/18 budget (see Appendix for details). The Community Asset budget will again be £4000 with the intention that this is to support access to Youth Services
  - The precept demand for 2018 will be £18500, the same figure as in 2017
  - The process for Community Award applications will be the same as in previous years, with applications accepted between early December and mid – February
  - Hanging Baskets will continue to be provided by Chorley Council if the price is similar to this year's
  - The Council's Asset Register will require amendment once the new notice boards are in situ. Risk Assessments are considered to be current. Financial Regulations are current but some processes need to be reviewed by the Council: provision of a three-year plan, the password notification system and regular employee performance reviews
  - CIL money remaining from April 2017 (£943.66) and October 2017 (£749.01) is to be used as a contribution to the enhancement of recreational facilities on the King George V recreation ground once the planned Chorley Council improvements are underway.

**6 Planning**

- 6.1 **New or Amended Applications for consideration** None
- 6.2 **Applications to be left for neighbours' comments** None

**7 Items for Discussion**

- 7.1 A meeting of the Website & Communications Working Group to consider options for the redevelopment of the website was arranged for 27/11/17 at 7.30pm at Fairview Community Centre
- 7.2 Youth Work Manager Ryan Powell from the new Chorley Youth Zone will be attending the next Council meeting. It was resolved to contact him in advance of the meeting and ask for information relating to the Youth Zone plans for outreach projects, for example an art project in the local skatepark, to encourage the connection and engagement of young people in the villages and to hopefully also reduce vandalism by giving a sense of ownership. It was resolved to also ask for the results of the Youth Zone Travel Mapping project mentioned previously by Michelle Graham
- 7.3 Cllr Summers will represent the Town Council at the Local Government Boundary Commission for England meeting to be held by Chorley Council on 06/12/17

- 7.4 It was agreed that the recent Remembrance Sunday event went well, although space in the church was very limited. Concern was expressed that next year's event will be even busier and that plans need to be made to ensure that everyone who attends has access to the service. A review meeting will be held on 10/01/18 to which all participants will be invited. The Clerk will write to Andrea Barnard to thank her for Marshalling the parade and to Mike Barnard and Simon Crouch to thank them for preparing the refreshments. It was resolved to make a donation of £50 to the St John Ambulance organisation for their attendance on the day.
- 7.5 It was agreed that it might be better not to split administration of the Adlington Circular Walk across the Parishes. Cllr Hart will look at the current ACW Constitution and bring proposals for a new Group to the next meeting
- 7.6 The success of both Higher and Lower Adlington in the Lancashire Best Kept Village competition was discussed. It was agreed to wait until the full reports have been received before taking any action. Cllr Summers will laminate the certificates so that these can be displayed in the notice boards
- 7.7 Following comments from residents in previous years regarding the lack of Christmas decorations in the village, it was resolved to spend up to £500 from the Community Asset budget to provide a rooted Christmas tree if permission can be gained from the NHS to site this on land in front of Adlington Clinic on Railway Road.
- 7.8 Cllr Lowe will arrange for Real Honest Foods to provide a hotpot supper for the Christmas Carol Concert on 18/12/17. The Clerk will supply the Mayor with a carol sheet for his choice of carols to be sent to the band.
- 7.9 It was resolved that Neighbourhood Priorities for the village are any projects not yet completed which have been requested in previous years. Councillors were asked to send any additional suggestions to the Clerk.
- 7.10 Cllr Speers expressed an interest in attending two courses to be run by LALC in 2018 "New Councillors and Clerks" and "Community Engagement". It was resolved that the Clerk would submit bookings for both courses.
- 7.11 Concern was expressed that flooding on Westhoughton Road caused by a blocked drain which has been previously reported as cleared is still a problem. The Clerk will contact LCC again to report this. It was also noted that advertising banners are appearing again on the railings on the corner of Chorley Road and Babylon Lane. The Clerk will contact Chorley Council regarding these.
- 8 Items for Information**
- 8.1 Cllr Ball reported that at the recent Planning in Practice session held by Chorley Council it was highlighted that increased permitted development now applies to detached properties and that in many cases extensions will be allowed without planning permission or notification of neighbours.  
*The meeting closed at 9.00pm*

## APPENDIX – Budget amounts 2018/19

	<b>2018/19 Budget</b>	<b>Budget 2017/18</b>	<b>Difference</b>
<b>Mayor's Allowance</b>	<b>750</b>	<b>750</b>	
<b>Clerk's Salary</b>	<b>5000</b>	<b>5000</b>	
<b>Administrative &amp; Telephone Costs</b>	<b>400</b>	<b>300</b>	<b>+100</b>
<b>Training Costs</b>	<b>250</b>	<b>250</b>	
<b>Insurance</b>	<b>500</b>	<b>500</b>	
<b>Audit</b>	<b>200</b>	<b>200</b>	
<b>Mayor's Inauguration</b>	<b>150</b>	<b>150</b>	
<b>Civic Sunday</b>	<b>400</b>	<b>400</b>	
<b>Remembrance Sunday</b>	<b>500</b>	<b>500</b>	
<b>Carol Service</b>	<b>500</b>	<b>500</b>	
<b>Streetscene Enhancement – hanging baskets</b>	<b>4000</b>	<b>4000</b>	
<b>Streetscene Enhancement – planters</b>	<b>200</b>	<b>150</b>	<b>+50</b>
<b>Streetscene Enhancement – furniture</b>	<b>1500</b>	<b>1700</b>	<b>-200</b>
<b>AEDs</b>	<b>300</b>	<b>300</b>	
<b>RBL Wreath</b>	<b>25</b>	<b>25</b>	
<b>Subscriptions</b>	<b>650</b>	<b>650</b>	
<b>Newsletter – Printing &amp; Production</b>	<b>1000</b>	<b>1000</b>	
<b>Newsletter - Distribution</b>	<b>660</b>	<b>660</b>	
<b>Community Awards Scheme</b>	<b>2000</b>	<b>2000</b>	
<b>Community Asset &amp; Service Support</b>	<b>4000</b>	<b>4000</b>	
<b>Other Projects &amp; Contingencies</b>	<b>1000</b>	<b>1000</b>	
<b>Election Expenses</b>	<b>300</b>	<b>300</b>	
<b>Room Hire</b>	<b>300</b>	<b>300</b>	
<b>CIL Expenditure</b>	<b>2000</b>	<b>2000</b>	
<b>TOTAL</b>	<b>£26585</b>	<b>£26635</b>	<b>-50</b>