

Adlington Town Council

Minutes of the Meeting held on Monday 24 June 2024

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

Present:

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

Attendees for the Open Forum session: PC Cross, Community Beat Manager, Lancashire Neighbourhood Police team South Division and a resident

1. **Open Forum:** PC Cross outlined the area covered, the composition and responsibilities of the Neighbourhood Police team. When asked, PC Cross said:

- He would find out about the protocol for visually impaired people and promote it amongst his colleagues and the public
- He would re-establish the police presence that PCSO Jones had started at the Adlington Youth Group weekly session for teenagers
- The best way to report issues to the Police is online, and that
- He would follow-up on the resident concern raised with the Town Council about motorbike nuisance and public safety along the canal.

A member of the Adlington in Bloom Station Group expressed concern that Adlington railway station has no CCTV. He outlined some recent incidents where it might have helped. Northern Rail's website says it uses CCTV to protect its property. It was agreed under item 6.9.i that the Town Council will follow this up with Northern Rail and that Sir Lindsay Hoyle will be copied in.

2. **Declarations of Interest:** Cllrs Speers: item 6.7; Cllr Molyneaux: items 7.1 and 7.2 and Cllrs Snape and Buckley item 8.10

3. **Apologies for absence:** None

4. **Minutes of the meeting:** of Monday 20 May 2024 were proposed, seconded, and signed by the Town Mayor.

5. There were no matters arising from the previous meeting.

6. **Items for Discussion:**

6.1 The Town Council agreed to accept Cllr Buckley's resignation from the end of the meeting as she will shortly be moving away. The Town Mayor thanked her for her service to the Town Council since August 2019. This has included serving as the Deputy Mayor and Town Mayor. Other Councillors agreed to take on her current responsibilities as follows:

- Cllr Rothwell will manage and update the Town Council's website
- Cllr Speers will continue to produce the Update newsletter and posters in PDF format. Options for a Town Council e-Christmas card will be considered at a later date
- Cllr Robinson will manage the Town Council's Twitter account for information only
- The Town Mayor will monitor the Clerk's email and Town Council mobile when the Clerk is not available, and
- The Town Council agreed the vacancy will be advertised in accordance with Section 87.2 procedure to identify whether an election is requested or the vacancy can be advertised to fill by co-option

Cllr Buckley thanked the Town Council for the opportunity she had been given to

serve the Adlington community.

6.2 The 80th Anniversary of the D-Day Landings had been well received. Thanks were given to: the Deputy Mayor for leading on the arrangements to support Fr Buttery; Cllr Robinson and the lighting consultant for ensuring that Adlington War Memorial was lit; and St Paul's Church Social and Bowling Club for providing tea and coffee afterwards.

6.3 The household waste skip event had a good response particularly at Windsor Avenue. The response to the litter pick event was disappointing given the in-advance expressions of interest. It was suggested a date be agreed well in-advance for next year during the school term and prior to the LBKV Competition judging rounds in June and July to attract wider volunteer and community support.

6.4 The Town Council finalised arrangements for the Civic Service to include: the guest list; attendance for the buffet; the trial use of a card reader in support of the Town Mayor's raffle; the presentation to three of the four Citizen Award winners.

6.5 Cllr Lowe has obtained two estimates to repair and restore the two noticeboards outside the Library and at Market Street which the Clerk will follow-up.

6.6 The content of the summer edition of the Town Council's Update Newsletter was finalised. Two alternative options for its distribution were discussed for the Clerk to follow up to have this edition out before the start of the school summer holidays.

6.7 The responses received to the Town Council's concerns about the funding of the Adlington Good Food Club (AGFC) were discussed. It was agreed that the Town Mayor would ask for a meeting with Chorley Council's new head of service to see whether a way forward to resolve these concerns could be reached. Cllr Speers said that 64 shoppers were supported and 5 new members have been taken on at the last AGFC session.

6.8 Cllr Lowe reported from the Adlington Youth Group Steering Committee meeting held on 10 June 2024 and on the last session. The younger children are being supported at the outset; the older teenagers are being encouraged to come in later and they have the opportunity to complete the Duke of Edinburgh Award training.

6.9 The Town Council considered three concerns raised by residents to ask:

- Northern Rail about the absence of CCTV coverage and when it will be installed at Adlington railway station as discussed in the Open Forum
- Chorley Council about its plans for additional benches as part of the King George V Playing Fields upgrade and whether residents could be invited to pay for/provide benches, and
- Whether benches provided in this way could carry a dedication if required as an alternative option to the benches at Babylon Lane where the Town Council thinks this to be inappropriate to this location

6.10 The Town Mayor's urgent business agreed to apply for the LCC bio-diversity grant in 2024/25 by 30 June 2024 and to ask recipients of previous grants how they have used this funding.

7. Planning:

7.1 The Town Council commented on applications:

- **24/00483/FUL**: Installation of 3no. jet wash bays at 48 Market Street, PR7 4HF having no objection, but suggesting neighbours views are considered

- **24/00441/FUL**: Retrospective application for the construction of a residential annex and change of use of land to garden land (associated with 7 Red House Bridge) at 7 Red House Bridge, PR7 4HX expressing disappointment that this proposal is submitted retrospectively

7.2 Noted and left for neighbours' comments: Application **24/00452/CLPUD**: for a certificate of lawfulness for a proposed single storey rear extension (following demolition of existing conservatory) at 2, Rivington Avenue, PR6 9PX

8 Finance

8.1 The Town Council approved the 31 May 2024 account and budget reports.

8.2 The Independent Internal Audit of the Annual Governance and Accountability Return (AGAR) Form 3 for the year-end account at 31 March 2024 was accepted.

The Accountant's observations on its financial management procedures were noted.

8.3 The Annual Governance Statement 2023/24 (Section 1 AGAR – page 4 enclosed) was accepted, was signed by the Town Mayor and the Clerk, and will be submitted with a comment to explain the previously identified non-compliance with the General Data Protection Regulations (GDPR)

8.4 The Accounting Statement 2023/24 (Section 2 AGAR – page 5) was approved and was signed by the Town Mayor. It was noted that clarification from the insurance provider has been requested on the Asset Register in line with ATC's discussions at the 19 February 2024 meeting. Cllr Rennison suggested that the former metal hanging baskets might be of interest to Galloways if they could be donated.

In line with Standing Order 82, it was proposed, seconded and agreed to allow the meeting to continue for up to 30 minutes.

8.5 The Town Council agreed to forward Section 3 External Auditor's Report and Certificate 2023/24 (page 6) to be considered by the External Auditor PKC Littlejohn and to comply with subsequent Public Notice requirements on ATC's website.

8.6 The timetable for public display of the Town Council's 2023/24 year-end accounts was agreed as from Monday 1 July to Friday 9 August 2024.

8.7 The CIL 2023/24 year-end report confirming that no CIL monies have been received or spent in the year was approved for issue to Chorley Council and to display on ATC's website.

8.8 The Town Council will apply for a business card for limited approved online purchases, such as the annual web site renewal costs to be paid directly.

8.9 The Town Council agreed to transfer of £2,000 from the UTB Instant Access to the UTB Current Account to cover its expenditure listed below.

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

Clerk	June 2024 net administration and financial management at 8 hours per week	£414.66
HMRC	June 2024 PAYE deducted from the gross payment to the Clerk	£103.60
Clerk	Mileage: 25 miles @ 0.45ppm in May 2024	£11.25
EE Ltd	ATC mobile invoice dated 16 June 2024	£22.20
Reimburse Cllr K Snape	£27.50 for the Town Mayor's Inauguration and £40 to hire St Paul's Church Social and Bowling Club	£67.50

	for the Civic Service	
Reimburse Cllr Buckley	For the ATC website domain annual renewal with GoDaddy at £12.99 plus VAT	£15.15
Bees Country Kitchen	Civic Service buffet at £6.50 per head and invoiced for 50 attendees	£325.00
The Print Quarter	Print of 3,100 Update Newsletters as A3 folded to A4, full colour (to be paid on receipt)	£384.00
LALC	Online training session requested by Cllr O'Donnell	£35.00

9. Items for Information:

9.1 Cllr O'Donnell said he had been unable to connect to the LALC online 'Understanding Neighbourhood Plans' training session. He has asked for the presentation.

9.2 The Town Council noted that it the reorganisation of local government took place 50 years ago when Chorley Borough Council was formed on 1 April 1974 and Adlington Urban District Council ceased to exist.

The meeting closed at 21.05 pm.