

Adlington Town Council

Minutes of the Meeting held on Monday 19 August 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, B Speers, J Lowe, J Molyneaux, K O'Donnell, L Rennison, P Walkden, and C Bailey (Clerk)

1. **Open Forum:** No issues were raised

2. **Declarations of Interest:** Cllr Speers: item 6.6 and Cllr Molyneaux: items 6.12, 7.1 and 7.2

3. **Apologies for absence:** Received from: Cllr A Cross

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

5. **Matters arising** were noted as:

5.1 The Adlington District Civic Remembrance event Railway Road closure order submitted by Cllr O'Donnell for Sunday 10 November 2024 has been approved.

5.2 The Adlington War Memorial remote lighting facility is in place and is powered by a mobile sim card. When required, Cllr Robinson will replace it with a lower cost alternative sim card. The Town Council thanked Cllr Robinson and the lighting consultant for their perseverance.

6. **Items for Discussion:**

6.1 The Town Council has received 5 expressions of interest for the co-option vacancy. A process and timetable was proposed for more information to be requested, for the short-listing of up to 3 applicants and for informal interviews to be arranged for completion by the 21 October 2024 meeting.

6.2 The lower priced quote from the company employed last year was accepted. The request for a donation to offset these costs will be issued. Invites to the Remembrance Day event planning meeting on Wednesday 18 September 2024 will be sent out.

6.3. The recommendations of the Website, Communication and Social Media Working Group meeting of 13 August 2024 were agreed to allow:

- Selection of an alternative gov.uk web host provider and a generic email facility for each Town Councillor whilst maintaining the current co.uk website and clerk's email facility for at least another 12 months
- A move away from a managed to a flexible design and content web provider
- A budget for these costs in the 24/25 and 25/26 financial years
- Investigation of appropriate website security, control measures and adoption of best practise guidance
- Anticipation of changing national legislation for more technology choices to cater for specific user needs to give site access for all, and in the interim
- A pop-up banner will be designed and costed to promote the Town Council's activities for use at its own events and for photo opportunities.

6.4 Cllrs O'Donnell and Lowe updated on indicative costs for:

- The damaged QPJ oak tree planted by the District Councils in Jubilee Recreation Ground to be replaced on a like for like basis for about £170 but with a more substantial protective structure at its base. Chorley Council will be

asked for help and, if necessary, the other Councils in the District, and

- Jigsaw will be asked in principle to pay for the replacement of the disintegrating wooden log roll flower planter on Windsor Avenue based on design ideas which Cllr Lowe and the Bloom volunteers will propose.

6.5 It was agreed that the Town Council should invite members of the Sight Loss Council to 'walk' Adlington with Town Councillors wearing simulation spectacles to mimic the impact of various eye-sight impairments. This will inform the Town Council's Street Scene Working Group on potential issues and actions it should consider. Cllr Rennison offered to make arrangements ideally before the September meeting.

6.6 Cllr Speers explained the issues which have led the Adlington Good Food Club volunteers to decide to operate independently of Chorley Buddies. The Adlington Community Food Club (ACFC) will formally open at 9.30am on Monday 16 September 2024 in St Paul's Church which Town Councillors are invited to attend. A tombola will be arranged.

6.7 The email from a resident about the impact of single use plastic and plastic confetti releases was discussed. The Town Mayor has already raised this with Chorley and Lancashire County Councils. It was agreed the Town Council will do the same and will contact ACE to ask this be incorporated in their future events.

6.8 The recent conflicting correspondence from LCC Highways and the Police about enforcement action against vehicles parked on the pavement was discussed and the failure of effective action to maintain a minimum pavement width for access of 1.8 m to prevent pedestrians from having to step into the road. The Town Council will contact the Lancashire Police and Crime Commissioner and ask for CCTV cameras to be checked so repeat offenders can be warned and fined if they continue to park on the pavement.

6.9 Cllr Cross has identified two part fallen trees as potential health and safety hazards along the Adlington Circular Walk (ACW) by the river off Huyton Terrace. LCC's Public Right of Way Team has been asked to make these two trees safe. Also Cllr Cross cleared overgrown vegetation along this stretch of the Walk to maintain access for walkers. Cllr Robinson said he did complete the ACW in May 2024 as he does every year to verify access. At that time he reported that the wooden railings on the steps near the Pincroft needed to be replaced. This has been done.

6.10. The concerns about the inadequate number of public benches in both the KGV and the Jubilee Recreation Grounds were noted and the differing views about the appropriate siting of waste bins in relation to the benches. This matter has been referred to Chorley Council.

6.11 It was agreed that the Town Council would support the promotion of the take-up of small lit Christmas trees providing that the supplier will again deal directly with the payments.

6.12 Urgent business agreed by the Town Mayor comprised:

6.12.1 As notification of LCC's application at Wigan Lane, Coppull for a proposed anaerobic waste unit had just been received, a time extension to the 23 September Town Council meeting will be requested as the application will be of local concern for example in terms of smell. If granted, it would need to be tightly

controlled by LCC or the relevant authority.

6.12.2 It was agreed to repair the damaged pin in the Mayoral Chains as soon as practical.

6.12.3 If any Town Councillor can cover for Cllr Speers at the weekly Adlington Youth Group food rota on Friday evenings please contact Cllr Lowe.

6.12.4 The Town Mayor reported the success of two of the 2024 Citizen Award winners, Matthew Duckworth and James Fox, in surpassing their two previous annual fund-raising totals to support Lancashire and Greater Manchester Mind.

6.12.5 Chorley Council has asked for comments on its draft Community Involvement Statement and has extended the deadline to reply to 30 September 2024.

7. Planning:

7.1 The Town Council commented on applications:

- **24/00627/ADV:** Application for advertisement consent for the display of 2no. sets of externally illuminated lettering, 1no. internally illuminated entrance sign to north elevation and 1no. non-illuminated sign above east elevation door at The Royal Bank Of Scotland, 22 Market Place, PR7 4EZ. This was agreed in principle providing that their luminosity will not be a distraction for drivers in this busy location.
- **24/00639/FUL:** Installation of patio adjacent to clubhouse and erection of picket fence at Adlington Cricket Club, Meadow Street, PR7 4HH. No objections.

7.2 Application noted but left for neighbours' comments: **24/00629/FULHH:**

Single storey rear extension (Following demolition of existing conservatory) at 38, Castle Drive, PR7 4EA

8 Finance

8.1 The 31 July 2024 account and budget reports were approved.

8.2 The annual fees on a multi-payment card were expected to be identified as not being cost effective during future annual Audit processes. The revised application forms will be retained whilst investigation of the Town Council having its own credit card is investigated.

8.3 Lancashire Association of Local Councils (LALC's) request for the Town Council to re-join as a member in view of the support now offered was discussed. The 24/25 fee has been reduced by 50% for the first year. As an annual charge this is not considered a value for money benefit.

It was agreed to move Standing Orders to extend the meeting by up to 10 minutes

8.4 Cllr Robinson reported that the Town Council is a 'business' so would be charged to have a PayPal account. No further action is proposed.

8.5 The Town Council agreed to transfer £1,000 from the UTB Instant Access to the UTB Current Account towards the expenditure listed below.

8.6 The response to the queries arising from the External Audit of the ATC 2023/24 AGAR year-end accounts was discussed. Final sign off is awaited.

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

Clerk	August 2024 net administration and financial management at 8 hours per week	£414.66
HMRC	August 2024 PAYE deducted from the gross payment to the Clerk	£103.60

Clerk	Mileage: 16 miles @ 0.45ppm in July 2024	£7.20
EE Ltd	ATC mobile invoice dated 16 August 2024	£22.20
Reimburse Petty Cash	1 black & 1 colour printer ink HP 62XL cartridges	£101.92
Mr M Jones	Repair of perspex to the Community Notice based on the quote received (to be paid on completion)	£170.00

9. Items for Information:

9.1 The initial refurbishment of the Town Council's notice boards is complete.

9.2 Adlington St Joseph Scout Group has delivered the summer 24 Update newsletter

9.3 Higher Adlington is in the final LBKVC judging during mid-August 2024 for an announcement in October 2024 and Chorley Council's Street Scene team had been out to sweep the streets in the Village on Saturday 17 August

9.4 The presentation slides from Chorley Council's Code of Conduct training session on 29 July 2024 have been circulated

9.5 Chorley Council's deadline for receipt of the 25/26 precept request is 17 January 2025

9.6 Chorley Council has removed several small scale items of graffiti in the Village by request. The graffiti continues to be repeated. CCTV footage will be requested

9.7 The Eastern Parishes Neighbourhood Priority Projects report at July 2024.

The meeting closed at 20.06 pm.