

Adlington Town Council

Minutes of the Meeting held on Monday 17 November 2025

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

Present: Town Councillors: Cllrs S Clewlow (Town Mayor), A Rothwell (Deputy Mayor), A Robinson, D Jones, J Lowe, J Molyneaux, K O'Donnell, K Snape, L Rennison, P Walkden and C Bailey (Clerk). One resident attended for the Open Forum.

1. **Open Forum:** A resident proposed a potential fund raising event in support of the Town Mayor's charity to restore St Paul's Church tower and bells having read the article in the Autumn 25 Update newsletter. The Town Council agreed that the proposal would offer something different in Adlington that the community would engage with. The Town Mayor thanked the resident for coming forward with this interesting suggestion which will be discussed initially with Fr Buttery of St Paul's Church.

2. **Apologies for absence** were received from: Cllrs B Speers and A Cross.

3. **Declaration of Interest:** was made by: the Clerk for items 6.4.1 and 6.5 (who left the room whilst discussion took place): Cllr Molyneaux for items 7.1 and 7.2; and Cllr Lowe for item 8.3

4. **Minutes of the meeting:** of Monday 20 October 2025 were proposed, seconded and signed by the Town Mayor deleting 'and that' at the end of item 5.3.

5. **Matters arising:** The Town Council noted:

5.1 The reply from Open Reach stating it will continue with the planned works to provide a new Full Fibre broadband network to Adlington.

5.2 That Chorley Council has made some adjustments to support residents during the necessary health and safety remedial works to head stones at Adlington Cemetery.

5.3 St Joseph's Scouts have largely completed the delivery of the Town Council's newsletter. Spares will be left at the Library.

5.4 Cllr Lowe reported that only Adlington Primary School had requested some daffodil bulbs. Cllr O'Donnell agreed to drop them off at the School.

5.5 The LCC Public Right of Way Team's response to address repairs along the Adlington Circular Walk.

6. Items for Discussion:

6.1 It was agreed that the Adlington District Remembrance Sunday was well attended inspite of the heavy rain. The Town Mayor asked for all those involved who helped to be thanked. It was noted that:

- School children were laying their own tributes at the War Memorial on Tuesday 11 November at 11am
- The lighting consultant had visited free of charge to replace a part to restart the remote lighting facility once Cllr Robinson had contacted him. The cause of the fault is not known. It was agreed all access to the electric box should be supervised in future

6.2 Cllr Rothwell will circulate a video of the online training session she gave on populating the gov.uk web-site. The gov.uk web site and generic emails will be start from Monday 5 January 2026. Cllr Rothwell will give individual advice as needed.

6.3 The Town Council's Carol Concert is on Monday 15 December 2025 from 7.30pm in Adlington & District Community Centre. Invites have been sent to neighbouring councils. It was agreed that:

- The poster will be displayed
- Seating capacity will be clarified
- 240 mince pies would be ordered to be offered at the end of the evening
- Cllr Cross will make a card reader available
- Raffle prizes will be displayed at the back of the hall. Tickets will be sold on arrival and in the interval

- The Town Council's banner will be set up.

6.4 The recommendations of the Finance Working Group from their 12 November 2025 meeting were considered and agreed as listed, the:

- Payment of the Local Government 25/26 national salary award backdated to 1 April 2025 for the Clerk, at salary point 17, an increase of 0.46pph to £16.08 per hr at a gross cost of £110.40 for 30 weeks to 31 October 2025 and to continue payment at the new rate as in 8.3 below
- Draft Town Council budget for 2026/27 financial year was discussed line by line, noting the written comments received from Cllr Speers to clarify concerns about the catering offer at the June 2025 Civic Service. Cllr Lowe will review the Mayoral Guidelines to clarify responsibility between the Town Mayor and Town Council for this event.
- Proposed 2026/27 precept with a 2.5% increase. In line with Chorley Council's own request, it will be rounded to the nearest ten pounds for submission by 16 January 2026
- 2026 Town Council Community grants scheme application form, poster and dates will be publicised
- Town Council's Asset Register was reviewed and agreed. It was noted that the Community Notice Board is letting in rain water again. Cllr Molyneaux is working with Chorley Council to secure funds to replace it so no further repair should be undertaken
- Update of the Town Council's Financial Regulations against current legislation and with the payment levels referred to, to be reduced to reflect the financial controls exercised by the Town Council. Regulation 6.9 was approved to continue the use of online payments.

6.5 The appointed Sub Committee is working on the Town Council's requirements to recruit a Town Clerk and the arrangements to advertise the vacancy.

6.6 Cllr O'Donnell has contacted Cllr Speers to discuss her concerns. The Speed Indicator Device (SpID) on Railway Road is owned by Chorley Council who is responsible for its maintenance and positioning. The Town Council is not convinced of the benefit of relocating the SpID to nearer the Grove Farm Drive junction. It was agreed to ask Chorley Council to clean the SpID and to arrange for the overhanging branches from trees in the Nursery to be cut back to get light to the solar battery. The Town Mayor thanked Cllr O'Donnell for following this up.

6.7 Cllr Kim Snape updated on the LCC Social Services public consultation to review the future 16 Care Homes and 5 Day Care centres, which includes Grove House Residential Care Home. The LCC case against Grove House is being questioned in terms of the accuracy of the information under consideration: the current condition of the Grove House premises; it has 96% occupancy; has a waiting list; and is a well-supported local facility in Adlington. The public consultation runs till 5pm on 12 December 2025.

6.8 Cllr Robinson has looked at the detailed conditions that the British Heart Foundation has stated in its offer to donate new AEDs free of cost. The charity requires the AEDs offered to be outside in an unlocked cabinet for use without the need for a code. Potentially this exposes an AED to vandalism or misuse. The Town Council agreed not to submit an application.

The Town Council agreed to move standing order 82 to extend the meeting by 15 minutes

6.9 Town Mayor's Urgent Business was agreed as:

Cllr Rothwell said LCC has Champion grant funding available in its current budget. It was agreed that the Town Council would submit an application for:

- A grant towards replacing the AED outside the United Reformed and Methodist Church, Railway Road which Cllr Robinson says is nearing its expiry date, and
- To work with Inspire to agree an application to support either a specific project or contribute towards the cost of the weekly sessions of Adlington Youth Group. Cllr Lowe commented that FY&CC Management Committee is experiencing more repair demands after an AYG session has taken place.

7. Planning

7.1 The Town Council considered and commented as follows:

25/01041/CLEUD: Certificate of Lawfulness of an Established Use or Development (CLEUD) to confirm that the use of the residential dwelling (C3) as a 5 bed House in Multiple Occupation (HMO) (C4) for up to 5 people, including demolition of the existing rear porch, as per granted Certificate of Lawfulness 25/00397/CLPUD, is extant and lawful 2, Mount Pleasant, PR6 9RR. As far as the Town Council is aware, this property is not an established HMO but has been in single family occupancy.

25/01004/FUL: Construction of new paved seating area, installation of glass balustrade and external lighting, laying of artificial grass, erection of 2no. railway carriage pods and associated decking, erection of 2no. free standing glazed PVC pods and associated stone flag patio, new area of stone chippings and erection of new fence (following removal of previous grass and seating area to front and removal of the existing boundary fence) (retrospective) at Retreat Restaurants Ltd, 19, Church Street, PR7 4EX. The Town Council has no objection to this proposal.

25/01011/FUL: Change of use of existing property from hot food takeaway and residential accommodation to 1no. dwellinghouse (Use Class C3) (retrospective) at Lam's Chinese Takeaway, 78, Chorley Road, PR6 9LG. The Town Council has no objection to this proposal.

7.2 These two applications were noted and proposed for neighbour comment:

25/00929/FULHH: Single storey side extension to an existing outbuilding and the erection of an outbuilding (retrospective) at Crawshaw Hall Farm, The Common, PR7 4DU

25/01027/CLPUD: Application for a certificate of lawfulness for a proposed single storey rear extension (following demolition of existing conservatory) at 42, Fairview Drive, PR6 9SB

8. Finance

8.1 The 31 October 2025 account and budget reports were approved noting the total Community Infrastructure Levy (CIL) receipt in the financial year is £28,619.65.

8.2 The transfer of £2,000 to the current account was agreed.

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

Clerk:	The back dated 1 April 2025 to 31 October 2025 salary increase (£110.40 gross) and net administration and financial management at 8 hours per week for November 2025 at the increased hourly rate of £16.08 (£557.44 gross)	£534.24
HMRC	PAYE deducted from the gross payment to the Clerk	£133.60
Clerk:	Reimburse 26 miles @ 0.45ppm October 2025	£11.70
EE Ltd:	ATC mobile monthly invoice, 16 November 2025	£14.39
Barclaycard 23.10.25 Statement	Two items by direct debit on 17.11.25 : GoDaddy monthly payment for Clerk .co.uk email (£16.79) and DNH Go Daddy (£43.06)	£59.85
The Print Quarter	3,200 copies of A4 Autumn 25 Update Newsletter as stapled booklet	£698.25
St Joseph's Anderton Scout Group	Delivery of the Autumn 25 Update newsletter (on completion)	£250.00
SJP Traffic Management Ltd	Preparation and management of the Railway Road Remembrance Service closure, 9 November 2025	£696.00
Cllr Lowe	Reimburse RS refreshment costs: £46.56 wine & £15.62 biscuits	£61.72
Adlington & District Community Association	Invoice venue hire costs: ATC contribution to RS £10 & Carol Concert £27.50	£37.50

9. Item for information

9.1 The Adlington Youth Group Steering Committee will meet on 25 November 2025, from 6-7pm at FY&CC

The meeting closed at 21.06pm.