

Adlington Town Council

Minutes of the Meeting held on Monday 18 August 2025

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

Present: Town Councillors: Cllrs S Clewlow (Town Mayor), A Rothwell (Deputy Mayor), A Cross, B Speers, D Jones, J Lowe, J Molyneaux, K Snape, P Walkden and C Bailey (Clerk)

Members of the public: none

1. Open Forum: No issues were raised.

2. Apologies for absence were received from: Cllrs A Robinson, K O'Donnell and L Rennison.

3. Declaration of Interest: was received from Cllr Molyneaux for items 6.8, 7.1 and 7.2 relating to planning.

4. Minutes of the meeting: of Monday 21 July 2025. Under item 6.10.2, the Town Mayor was asked to clarify the purpose of the one day stall at Adlington Carnival. Cllr Clewlow said this was to raise awareness the role of the Town Council and of his Mayoral Charity to raise funds for the restoration of the St Paul's bells. Following this clarification and the repositioning of the word 'and' the draft minutes were proposed, seconded and signed by the Town Mayor.

5. Matters arising:

5.1 LCC has confirmed a £500 Parish Champion Grant towards a replacement community notice board outside the Library. Chorley Council is to be notified as it is also seeking to identify a way to offer a similar contribution towards the cost.

5.2 The owner of the industrial estate adjacent to the railway line has applied for planning permission to improve it. Should consent be granted, the fence along the A6, which is in a poor condition, will be replaced.

5.3 LCC Highways has not yet replied to the request to install a second 'Park Road no-through road' sign along Market Street to inform drivers approaching on the A6 from the south.

5.4 Chorley Council has planted 15 trees in the KGV Recreation Ground. The Town Council will ask whether any additional trees will be planted to fill the gap recently left by the loss of two diseased mature trees which had to be taken down, and also when the benches which were removed during the improvements will be reinstated.

5.5 For practical reasons, it was agreed that the Carol Concert event on 15 December 2025 would offer:

- Attendees a mince pie and a hot drink on arrival, and that the Town Council would:
- Request that the bar be open if enough volunteers are available to run it.

6. Items for Discussion:

6.1 The Adlington District 80 VJ Day Anniversary service on Friday 15 August had gone well, despite a technical hitch with the public address system. The timing of the ringing of the St Paul's church bells to follow the service was an appropriate gesture. Given the warm weather, some attendees stayed to talk at the War Memorial. St Paul's Club volunteers were thanked for serving hot drinks.

6.2. The Railway Road closure order and a donation for the traffic management costs have been received. Cllr O'Donnell was thanked for requesting the order. The Town Mayor will send a letter of thanks for the donation. The next meeting

will consider the outcome of the Remembrance Service event planning group meeting arranged for Wednesday, 17 September 2025 at 7.30pm.

6.3 It was reported that the members of the Adlington Youth Group Steering Committee have signed an agreement to reflect their role and will consider becoming constituted. The weekly sessions are running well. Concern was expressed that the initial target age group of 14 plus is no longer attending. Efforts should be made to attract and retain young teenagers as much as possible. Cllr Snape will find out who is currently delivering LCC's detached youth work initiative and whether this could help to reach out to the 14 plus age group.

6.4 The positive response from the Manager of Chorley Street Scene team was discussed. A follow-up reply is awaited. Either the Town Council alone or jointly with Chorley Council will approach LCC's street and grounds maintenance teams to see if LCC will also commit to reduce their use of glyphosate based weed killer.

6.5 A proposal and indicative cost quote has been obtained from the company which supplies the hanging floral baskets to Clayton-le-Woods Parish Council. If selected, the supplier would wish to visit the lamp post locations to ensure all baskets would receive light without any overshadowing and that no floral growth would obstruct highway signage. If selected, a separate watering contract would be required from Chorley Council. Chorley Council has been asked about its floral basket plant mix and expected 2025 costs for further discussion. It was noted that the floral basket by Adlington railway station has died back. Chorley Council will be asked to clarify the frequency of the watering contract.

6.6 Cllr Rothwell spoke to her detailed paper on progress in transferring around 1,000 items from the co.uk site, the compliance requirements for the gov.uk site which has 18 legal requirements for documents relating to: governance, policy and compliance, some of which are dated and will require review; meeting and decision-making; finance and audit – available and displayed annually; transparency code data; and other best practice items for public reference. It was agreed the Clerk will order 14 gov.uk email addresses one for each Councillor and for use by the Town Mayor and Clerk. NALC model rule templates are only available for use by councils who are members to avoid infringement of copyright. Cllr Molyneaux said the Town Council's Annual meeting should be used to check that each policy is current and compliant.

6.7 The Clerk is waiting for confirmation from the small lit tree supplier that the contract and a maintenance service will be offered and on scheme costs. The Town Council agreed in principle to promote the scheme in 2025.

6.8 Under Town Mayor's urgent business:

6.8.1 It was noted that the former Christ Church, used by the Retreat restaurant, is a listed building. Chorley Council will be asked whether the replacement of the flagged frontage within Retreat's curtilage requires listed building consent and whether this has been applied for:

6.8.2 Cllr Snape said that following Chorley Council's recent refusal of planning consent for application 25/00477/CLPUD: for a certificate of lawfulness for the use of the property (Use Class C3) as a young person's home (Use Class C2) for a maximum of three young persons, with carers as required, but no more than two carers resident overnight, working on a rota basis at 3 Lewis Close, PR7 4JU, the

property is now back on the market as for sale. The main planning concern arose from the applicant's proposal to use these premises as an office during the day and

6.8.3 Following recent notification, an additional application will be considered under item 7.2 below

7. Planning

7.1 – None for specific comment from the Town Council

7.2 Two applications relating to residential properties were noted and agreed to be left for neighbour comment only:

25/00679/CLPUD: Application for a Certificate of Lawfulness for a proposed single storey rear extension at 29, Anglezarke Road, PR6 9PZ

25/00751/FULHH: for a two storey rear extension, front porch extension and rendering of front elevation and part of rear elevation (following demolition of existing conservatory and front porch) at 22, Grove Crescent, PR6 9RJ

8. Finance

8.1 The 30 July 2025 account and budget reports were approved noting the receipt of the VAT 2024/25 reclaim of £1,331.19 and £580 donation to pay for the Railway Road closure traffic management cost for Remembrance Sunday on 9 November 2025

8.2 The transfer of £2k from the Instant Access account was approved.

8.3 The first repayment of costs of £93.51 incurred against the Town Council's Barclay's credit card was been taken by direct debit on 18 August 2025. This included the June 2025 monthly Go Daddy payment which was reimbursed directly to Cllr Rothwell at the 21 July meeting. Cllr Rothwell will check that the Town Council has reimbursed her fully for the web host expenses she has incurred. If there is any duplication, Cllr Rothwell will reimburse the Town Council.

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

Clerk:	August 2025 net administration and financial management at 8 hours per week	£433.09
HMRC	PAYE deducted from the gross payment to the Clerk	£108.40
Clerk:	Reimburse 12 miles @ 0.45ppm July 2025	£5.40
EE Ltd:	ATC mobile monthly invoice available 16 August 2025	£14.39
Defib Shop Invoice 54443 purchased by Cllr Robinson by Barclaycard on 28 July 2025	2 x Cardiac Science Batteries with 4 year warranty, net cost £270 plus VAT due to debit around 18.9.25 Since the meeting, this cost has been paid by the Town Council to Barclaycard. All web host costs incurred will be paid by the direct debit facility once the statement is received to be confirmed at the September meeting	£660

9. Items for information – were noted as:

9.1 The National Post Office has confirmed the relocation of the Adlington Branch to 51 Park Road after holding a public consultation

9.2 The annual Lancashire Parish and Town Council Conference, Saturday 1 November 2025 in The Exchange at County Hall, Preston at 9.30am.

9.3 Lancashire Best Kept Village Competition has confirmed that neither Higher nor Lower Adlington has reached the second round of judging in the 2025 Competition. The Outstanding Features results will not be available until autumn.

9.4 LCC has confirmed that no Public Right of Way or biodiversity grants will be available in the 25/26 year. It was agreed that the Town Council would express its disappointment to LCC. The availability of the bio-diversity grants has been used successfully in Adlington in recent years and the public right of way footpaths do need to be maintained for access.

The meeting closed at 20.55pm.