

## **Adlington Town Council**

Minutes of the Meeting held on Monday 22 September 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, A Cross, B Speers, D Jones, J Lowe, K O'Donnell, L Rennison, P Walkden and C Bailey (Clerk)

Open Forum attendance: residents from Grove Crescent

**1. Open Forum:** A group of Grove Crescent residents attended to express their concerns about the recent Open Reach application 25/00657/NOT for deemed planning consent for 9 poles of either 9m or 10m high under the Electronic Communications Code (Conditions and Restrictions) Regulations 2003. The poles have been installed. Residents say they are a dated technology which detracts from their visual amenity; that the procedure and timescales are inadequate for residents to raise concerns; and no alternative options to supply the cabling were offered. The Local Planning Authority has confirmed that the poles are permitted development and that Open Reach only notifies it of their proposals. The Town Council agreed to contact Open Reach to support the residents in making their own views known under paragraphs 77 and 78 of the Code, and to ask for further discussion. It was suggested that an approach to LCC as the Highway Authority might be appropriate.

**2. Apologies for absence** were received from: Cllrs J Molyneaux and K Snape

**3. Declaration of Interest:** was made by Cllr Cross for item 6.8. Cllr Lowe did say that this was not necessary

**4. Minutes of the meeting:** of Monday 18 August 2025. Under item 6.6 it was agreed to delete reference to the draft timescale for the email transfer to the .gov.uk facility. With this amendment, the draft minutes were proposed, seconded and signed by the Town Mayor.

### **5. Matters arising:**

5.1 The Town Council asked for more details following Chorley Council's response that suitable locations would be identified for the benches to be reinstated in the next few weeks at the KGV Recreation Ground, particularly if these are to be altered.

### **6. Items for Discussion:**

6.1 The proposed visits to Adlington War Memorial by Chorley Council to carry out a health and safety inspection and LCC's Environmental Services visit to offer support to volunteer teams as required were noted. Adlington in Bloom (AiB) volunteers have maintained the condition and quality of the area surrounding the War Memorial. AiB asked to be in attendance, in particular for the LCC visit. The proposed action notes, the minor procedural changes and additions to the draft Risk Assessment following the Planning Group meeting of 17 September were discussed. It was agreed that best endeavours should be used for the Parade route and Church grounds to have an in-advance safety inspection before the start of the Remembrance Sunday proceedings. The request to change the date for the UYG rehearsal in Church was noted. The poster always makes it clear that the Adlington District event is open to the public, which also includes representatives of local organisations who may wish to be involved. It was agreed to clarify the offer of the supply of a public address system.

6.2. Cllr Rothwell's update on the timetable and procedures of the web

development and email set up was noted. The cost of retaining the Clerk's annual co.uk webmail hosting to ensure emails are forwarded on was agreed. Cllr Rothwell offered to deliver an on-line training session by Zoom for those who wish to help populate the .gov.uk website. Cllr Rothwell has taken down and retained all the information from the co.uk website. This will need to be grouped and uploaded onto the .gov.uk site. She also requested the return of the form she had circulated for individual Town Councillor pen portrait information and a photo to be provided to be added to the website.

6.3 With the revision of paragraph 55 on the timetable for the submission of the year-end accounts for external audit, the revised draft of the Town Council's Standing Orders were accepted, being updated to reflect the content of the NALC model rules, May 2025, with the term Chairman to be replaced by Chair. A revised copy will be circulated with the draft minutes for final approval before being added to the website.

6.4 Cllr Speers said there would be enough content for an extended edition of the autumn newsletter to include another page to focus on the Town Council's activities. A quote will be obtained. The 'what's on' content will be requested by an agreed deadline for a draft proof to be compiled for the October meeting. The District Remembrance poster will be included. Anderton St Joseph's Scout Group has said it will start delivery once the copy is ready.

6.5 The LCC and Lancashire Association of Local Council's (LALC) requests for online responses to their surveys were noted. Cllr O'Donnell said if change is necessary he would prefer the option of a combined Chorley, South Ribble and West Lancashire authority. The Town and Deputy Mayor have been invited to attend the LALC Chorley Area Committee meeting on Monday, 3 November where the proposals for local government re-organisation will be discussed.

*At 8.50pm, it was proposed and agreed to move Standing Order 82 to extend the meeting by an additional 30 minutes.*

6.6 The Town Council noted the correspondence it had been copied into sent to the Land Registry regarding a dispute about the ownership of land adjacent to 101 Chorley Road. This is a civil matter.

6.7 The Town Council has no items for the 15 October Chorley Liaison meeting.

6.8. Cllr Lowe reported that The Rail Weigh has been invited to the LBVC Awards Ceremony on 13 October 2025.

6.9 The Town Council is unanimous in its support for Adlington to have a memorial to the late Queen Elizabeth II, but did not agree the grounds of the Adlington & District War Memorial are an appropriate location as the Cenotaph was erected to honour all those from Adlington District who lost their lives whilst in service of the country, from 1914 onwards. The Town Council considers the most appropriate place to site the memorial would be in the Leonard Fairclough Memorial Garden on the corner of Park Road and Chapel Street, Adlington, although accepts that this is not as central a location. As an alternative, the garden area outside of Adlington Library would be a suitable option. The Town Council offered to join in these discussions to try to reach an agreement that the majority of the community can support.

6.10 Several items were discussed under Town Mayor's Urgent Business:

6.10.1 Cllr Lowe reported back from the 18 September 2025 Adlington Youth Group Steering Committee meeting and gave out copies of the presentation that Inspire had given. Both Chorley Council and the Police said that there has been no youth related ASB reports over the last year in Adlington, Anderton & Heath Charnock. This shows the positive impact of the weekly youth club sessions

6.10.2 Cllr Tim Blackburn, Chair of Anderton Parish Council has offered to show a Town Councillor how to download and analyse the data in the speed devices in the District. Cllr O'Donnell expressed his interest.

6.10.3 Chorley Council, as the Local Planning Authority has acknowledged the receipt of the Town Council's concern about the works taking place within the curtilage of The Retreat restaurant, which is listed. Chorley Council will be updated on the clear fencing and lighting which have recently been installed and asked whether consent is required.

6.10.4 In response to Chorley Council's email and online information, the Town Council expressed concern about the timescales, the lack of clarity and the potential costs for residents to respond after the recent health and safety inspection of Adlington Cemetery. Chorley Council has informed registered grave owners where a headstone is considered unstable to ask for it to be repaired or it will be laid flat. Having visited the Cemetery, the Town Mayor said it was not clear: which were the marked graves where some are positioned close together; which side up the unstable headstones will be placed; whether the information on each headstone could be recorded and whether the stone masons have the capacity to respond in the timescale that has been set. It was agreed to express these concerns to Chorley Council.

## **7. Planning**

7.1 25/00755/CLPUD: Application for a certificate of lawfulness for the change of use within Use Class E, from the existing Class E(g)(i) and E(g)(iii) as offices, storage and workshop to Use Class E(d) as a gym under indoor sport and recreation at Alan Davies Stainless Steel, 62 Westhoughton Road, PR7 4ET. The Town Council noted this proposal and has no concerns.

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

**25/00804/FULHH:** Single storey front extension and pitched roof to garage, following conversion of part of integral garage to habitable accommodation at 23, Highfield Road, PR6 9RH

**25/00817/FULHH:** Single storey front extension and single storey rear extension at 8, Belmont Road, PR6 9P

## **8. Finance**

8.1 The 31 July 2025 account and budget reports were approved.

8.2 The External Auditor has approved the limited assurance review of the Town Council's 2024/25 year-end accounts without comment. The Town Council agreed to display the Notice of conclusion and the Certificate on it's website by 30 September 2025.

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

|                                               |                                                                                                                                                            |                              |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Netwise webhost                               | 14 x .gov.uk email addresses approved at the 18.8.25 meeting. Debited 26.8.25                                                                              | £403.20                      |
| Clerk:                                        | September 2025 net administration and financial management at 8 hours per week                                                                             | £433.29                      |
| HMRC                                          | PAYE deducted from the gross payment to the Clerk                                                                                                          | £108.20                      |
| Clerk:                                        | Reimburse 20 miles @ 0.45ppm August 2025                                                                                                                   | £9.00                        |
| EE Ltd:                                       | ATC mobile monthly invoice available 16 September 2025                                                                                                     | £14.39                       |
| Barclaycard direct debit on 17 September 2025 | Defib Shop Invoice 54443 - 2 x Cardiac Science Batteries with 4 year warranty, net cost £270 plus VAT ordered by Cllr Robinson<br>Go Daddy monthly payment | £660+<br>£16.79 =<br>£676.79 |
| PKF Littlejohn LLP                            | AGAR limited assurance review, 2024/25 year-end accounts                                                                                                   | £252.00                      |
| Reimburse petty cash                          | 1 black & 1 colour ink cartridge (£49.50), 4 second class stamps (£3.48) & refreshments VJ Day event (£10.15)                                              | £63.13                       |

## 9. Item for information – noted as:

9.1 Chorley Council was thanked for removing graffiti from the footbridge over Railway Road within the same week of the request being made.

*The meeting closed at 21.30pm.*