

Adlington Town Council

Minutes of the Meeting held on Monday 23 June 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, J Molyneaux, K O'Donnell, K Snape, L Rennison, P Walkden and C Bailey (Clerk)

Member of the public: one resident attended the Open Forum

1. Open Forum: An Adlington resident expressed concern about the forthcoming planning appeal hearing in respect of Chorley Council's non-determination of application 21/00270/FULMAJ for new development at Babylon Lane. She said the previous appeal hearing focused on local flood risk concerns without adequately covering road safety for all users of Babylon Lane and the Primary School. The resident expressed concern that two large trees have recently been cut down at the top of KGV Playing Fields, apparently due to disease, which have not been replaced. This and the footpath around the playing fields are leading to more surface water run-off. The Town Council has objected to the planning application which is in Heath Charnock Parish and will make enquiries about the loss of the two trees.

2. Apologies for absence: none

3. Declaration of Interest: were received from Cllr Molyneaux for item 7.1 and Cllrs Rothwell, Clewlow and Lowe under item 8.8

4. Minutes of the meeting: of Monday 12 May 2025 were proposed, seconded and signed by the Town Mayor

5. Matters arising:

5.1 LCC Highway's views and recent installation of a no-through road sign on Old School Lane were noted. The Town Council considers it appropriate to inform drivers on the A6 of no access onto Wigan Lane via Park Road before they cross the canal bridge. If done, this would also reduce vehicle weight on the bridge.

6. Items for Discussion:

6.1 The household waste skip collection on Saturday 7 June 2025 had gone well despite the weather and having only one skip at the Community Centre car park. Chorley Council's Street Scene staff were praised for their support in collecting items from householders or left at Windsor Avenue to ensure everything reached the skip. Bicycles and mobility aids were passed for reuse to the Ukraine Appeal. It was agreed that one large skip at Adlington Community Centre would be sufficient in 2026 with a collection point at Windsor Avenue. The Town Council will put this to the 17 July Eastern Parishes Neighbourhood meeting. Cllr Lowe said that the litter pick was again poorly supported and proposed it be omitted in 2026.

6.2 Arrangements were confirmed for the Civic Service and informal gathering. Access inside St Paul's Club was requested to assist the catering arrangements.

6.3 It was agreed that the Adlington District 80 VJ day Anniversary commemorations would follow the same format used on 8 May with light refreshments at St Paul's Church Social Club on Friday 15 August. The Summer 25 Update newsletter will advertise the event. Cllr Speers will design a poster.

6.4 The Town Council discussed several matters that it had been informed of:

1. Anderton Parish Council has expressed concern that an estate agent is advertising the tree covered plot of land at the Bolton Road/Rossendale Drive junction as 'for sale'. The Town Council noted this

2. LCC Highways response on land ownership and the parking vehicles on the grass verge outside 62 Bolton Road and 1 Melling Close was noted. LCC Highways will continue to monitor the situation to avoid damage in wet weather
3. The use of Adlington Station carpark by staff of an adjacent business which is leading to on-street parking on Grove Farm Drive will be forwarded to Chorley Council as the land owner to deal with
4. Cllr Kim Snape had contacted LCC Highways about the uneven public footpath outside of Deighan's Funeral Services. The footpath has been repaired.
5. Damage has been reported to LCC Highways at Harrison's Farm after a HGV had attempted to drive through. LCC Highways says it cannot introduce a weight restriction. It is nearby residents who are paying the increased maintenance cost of the unadopted access and/or damage repair
6. Residents' concerns to limit the number of HMO's in Adlington to protect its residential character and a petition to Chorley Council to introduce an Article 4 Directive, as used by both Preston City and Bolton Councils were discussed. To be approved a Directive has to be based on evidence, normally of the need to balance the demand for student accommodation against access general needs housing. In these two Council areas all HMO's now require planning consent. To date, very few applications have been refused. It was agreed to ask for a presentation on this matter at the 16 July Chorley Liaison meeting as this is a Chorley borough-wide concern. The apologies of the Town Mayor and Deputy Mayor will be forwarded to Chorley Council.
7. Cllr Cross gave out a report she has compiled about the impact of use of weed killer to be discussed at the July ATC meeting.
8. A resident's concern about lack of bins for dog waste in the outer parts of the Adlington District was noted. Dog waste can be put in any bin or be taken home. It was thoughts that residents might object to additional bins being located near to their homes.
- 6.5 Cllr Speers was thanked for the draft proof of the summer edition of the Update Newsletter. Final content was agreed. 3,200 copies will be ordered for payment as invoiced and for distribution by Anderton St Joseph's Scout Group in early July.
- 6.6. Cllr O'Donnell was thanked for preparing the draft closure order for Railway Road on Remembrance Sunday, to be submitted to Chorley Council for approval. The tender to appoint a traffic management company will be issued.
- 6.7. Cllr Rothwell has renewed the ATC co.uk domain name whilst the transfer to the gov.uk website takes place. Cllr Rothwell has prepared a web template, is transferring data to the new site, and will be asking for additional information. The new site can be viewed but is not yet live.
- 6.8 The Town Mayor's procedure proposal was agreed that Town Councillor's with ATC Facebook or X access, who create a post, should then be the person to share it into other relevant groups/pages to avoid any confusion or doubling up on efforts. Cllr Snape pointed out that this might mean that Town Council posts get picked up and shared by others eg by the Chorley Borough Councillors or Council
- 6.9 The Town Mayor said he would like to accept Adlington Community Event's (ACE's) offer for the Town Council to have a stall which he will staff for part of the

two day Adlington Carnival to showcase the Town Council, the Town Mayor's charity and the District's heritage.

6.10 The mayoral chain will be cleaned following the pin repair. It will be updated by agreement once several names of former Town Mayors need to be added and at the end of the term of office of the then Town Mayor.

6.11 Agenda items are invited for the Chorley Liaison meeting on Wednesday, 16 July. The Town Council proposed item 6.4.6 for a presentation and discussion topic on HMO's and will request an update on Chorley Council's roll out of Electric vehicle (EV) charge points on land in its ownership. Cllr Snape said that the underground EV works have been completed at the Jubilee Recreation Ground car park but no charge facility has been installed. Chorley Council also owns 3 other car parks at Harding Street, Grove Farm Drive and Fairview Youth & Community Centre. If each were to be provided with EV chargers, the Adlington District would have reasonable recharge access.

6.12 Under Town Mayor's urgent business, it was agreed to add to item 8.8 below that the Town Council would to pay Adlington in Bloom for a wooden flower planter at the side of the bench on Windsor Avenue which Jigsaw has paid for and to reimburse Cllr Lowe for plants used in the Town Council's planter display.

In line with Standing Order 82, Cllr Molyneaux moved to extend the meeting by an additional 15 minutes. This was agreed.

7. Planning:

7.1 The Town Council commented on these applications:

25/00477/CLPUD: Application 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. This facility is not a HMO. It is intended to provide care support for children and young people in a family setting. This was noted.

25/00424/FUL: Single storey side/rear extension to shop at 51, Park Road, PR7 4HZ. The Village needs to continue to have a post office facility. On-street parking is largely available outside the existing shop during day time hours especially on weekdays. The Town Council is aware that some nearby residents are concerned about the potential impact of additional customers at these premises and the maintenance of resident access to the rear of their homes.

8. Finance

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

8.2 Two direct debit payments have been set up: for the Barclaycard Select credit card to be repaid in full monthly in arrears and for the payment of the annual data protection fee to the Information Commissioner's office at a £5 reduced annual cost, In the 25/26 year, the data protection fee will be £47.00. The Go Daddy Town Council co.uk domain name 25/26 year renewal was approved at £15.59 for payment by the credit card.

8.3 The Town Council approved a series of documents forming the Annual Governance and Accountability Return (AGAR) Form 3 for the year-end accounts at 31 March 2025: The Independent Internal Audit carried out and signed by the Town

Council's Accountant, APL Ltd. Observations were that two minor corrections were required to the draft VAT reclaim which totals £1,331.19 for submission to HMRC and that the soldier silhouette and two name plaques should be retained on the asset register as owned by the Town Council, without being covered by insurance.

8.4 The Annual Governance Statement 2024/25 (Section 1 AGAR – page 4) was approved and was signed by the Town Mayor and the Clerk at the meeting.

8.5 The Accounting Statement 2024/25 (Section 2 AGAR – page 5) previously signed by the Clerk and witnessed by APL Accountants Ltd was signed and dated by the Town Mayor at the meeting.

8.6 The Town Council agreed to forward Section 3 External Auditor's Report and Certificate 2024/25 (page 6) as part of the information required for completion by the External Auditor PKC Littlejohn and to comply with the Public Notice requirements for this information to be displayed on the Town Council's website giving notice that the public can request to the Clerk to view the Town Council's 2024/25 year-end accounts between Monday 30 June to Friday 15 August 2025.

8.7. The Community Infrastructure Levy (CIL) 2024/25 year-end report was approved as a nil return for issue to Chorley Council and for display on ATC's website.

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

Clerk	June 2025 net administration and financial management at 8 hours per week	£433.09
HMRC	PAYE deducted from the gross monthly payment	£108.40
Clerk	Mileage:12 miles @ 0.45ppm in May 2025	£5.40
EE Ltd	ATC sim only monthly invoice at 16 June 2025	£14.39
Cllr Stuart Clewlow	Repair (£40) and cleaning of the mayoral chain (£50)	£90.00
Reimburse Cllr Rothwell	Go Daddy May 25 monthly web host fee	£16.79
Reimburse petty cash	Citizen Award certificate frames, 2 packs x 3	£9.98
Mrs L Birtwistle	Catering for Civic Sunday based on the guest list of 60 at £4 per head	£240.00
Reimburse Cllr Lowe	For plants for ATC's planters	£44.00
Adlington in Bloom	To buy a small wooden planter for Windsor Avenue	£25.00
The Print Quarter	3,200 copies on A3 folded to A4 full colour Update Summer 2025 newsletter, price as invoiced	£416.15
LCC street lighting team	LCC floral basket lamp-post licence fee from 2025 -2028 at £75 plus VAT. No charge for large poppy licence on completion	£90.00

9. Items for Information were noted as:

9.1 The Adlington Youth Group Steering Committee meeting will be held on the amended date of 24 June 2025 from 6-7pm at Fairview Youth & Community Centre

9.2 Cllr Cross has reported: an incident of graffiti on Railway Road footbridge to Chorley Council (now removed) and on the canal bridge near Allanson Hall Farm to the Canal & River Trust (awaiting removal). It was agreed a reminder would be sent

9.3 Subsidised route to Explore Rivington & beyond by bus at a reduced £1 fare on Sundays and Bank Holiday

9.4 Neighbourhood Area Meetings; Eastern Parishes meeting Thursday 17 July 2025 from 6.30-7.30pm, Chorley Town Hall Committee Room 1. The Town Mayor will attend. The apologies of the Deputy Mayor will be forwarded.

The meeting closed at 21.14pm.