

Adlington Town Council

Minutes of the Meeting held on Monday 12 May 2025

in Adlington Library, Railway Road, Adlington commencing at 7.30pm due to the two previous Annual Town at 7pm and Town Council Annual meeting at 7.10pm

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 Snape, P Walkden and C Bailey (Clerk)

Guests: three residents stayed to listen following the two Annual meetings

1. Open Forum: none

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

3. Declaration of Interest: received from Cllr Molyneaux for items 7.1 and 7.2 and Cllrs Rothwell, Clewlow and Robinson for item 8.4

4. Minutes of the meeting: of Monday 14 April 2025 – following concern about the proposals for Civic Sunday catering arrangements which were discussed, the wording of item 6.4 was agreed. The draft minutes were proposed, seconded and signed by the Town Mayor

5. Matters arising: it was noted that:

5.1 The perspex cracking around the screw holes has been repaired in the Market Place notice board without charge

5.2 Pincroft has said it will review the budget allocated to one of its chosen charities

5.3 Barclay's Bank has issued a credit card for Town Council use with online payments

5.4 Planning application LCC/2024/0023: for the erection of an Anaerobic Digester Unit with associated infrastructure on land adjacent to Wigan Lane, Heath Charnock, Adlington, Chorley has been refused consent. The applicant has a right of appeal. The Town Council thanked Cllr O'Donnell who attended the LCC Planning Committee meeting on 16 April 2025 to speak against this application.

5.5 Adlington in Bloom has thanked the Town Council for the sponsorship of its 3 planters in 2025/26

5.6 The National Post Office has confirmed the option proposed for branch service transfer in Adlington which is now subject to public consultation until 13 June 2025

6. Items for Discussion:

6.1 The Adlington District 80th VE day Anniversary commemorations and light refreshments at St Paul's Church Social Club were well supported on Thursday 8 May. Some problems were experienced with the PA system which did not project sound well enough for those on the Railway Road pavement. In future the primary schools should be invited. For the VJ 80th Anniversary during the summer school holidays will follow a similar format. The Uniformed Youth Groups will be invited. St Paul's Church Social Club will be thanked for their hospitality and for decorating the room to reflect the occasion

6.2 The rotas and arrangements for the Adlington household waste skip and litter pick event Saturday 7 June 2025 were finalised for two car park sites and for litter pick equipment to be given out at both skip sites, from outside the Library and in the Jubilee Park Recreation Ground. Town Councillors will distribute the event flyer with additional advertising by social media, the website and notice boards. Cllr Lowe will oversee the litter pick, with Cllr Snape supporting at the Jubilee Park

Recreation Ground. Cllrs Jones, Molyneaux and Robinson Cllrs O'Donnell and Rennison respectively will staff the skip at Adlington Community Centre and at Windsor Avenue from 9am – 12 noon. The Town Mayor will be overseeing donations at the Ukraine Unit. Chorley Council's staff team will assist with any submitted home collection requests, to take donated cycles and mobility equipment to the Ukraine Appeal Unit in Chorley and to offer support at each skip. The Uniformed Youth Groups have been asked to assist.

6.3 Two principles were agreed for the Town Council's annual Award scheme that:

- i. A maximum of up to 3 Awards per year per category as some might be for more immediate impact on the community/Village and some for commitment demonstrated over a longer period, and
- ii. For their wider community service contribution, a serving Town Councillor would be eligible to be nominated and considered for an Award.

6.4 The two external nominations received for a Citizen Award and a Junior Citizen Award were both supported. If accepted, the recipients will be invited to accept their Certificates on Civic Sunday

6.5. The options and costs for catering were reviewed. The offer of help with self-catering was accepted. A budget per head of £4 was agreed, noting the maximum seating capacity of 85 in St Paul's Church and Social Club. The event risk assessment was agreed noting that the Uniformed Youth Groups would normally have a trained first aider, AEDs are available in the Village and the Town Council's mobile phone should be fully charged

6.6 The former Town Mayor, Cllr Snape was congratulated on raising £2,158.29 for her charity for the Adlington Youth Group. Cllr Snape thanked everyone for their support, in particular the Bingo Group and event attendees which included some young people from the Group. Cllr Snape has attended a session to present the funding which has been paid to Chorley Inspire Youthzone.

6.7 Cllr Rothwell confirmed that the Town Council Clerk is registered for the gov.uk website. She will begin set up following previous discussions using the Credit Card for payment and inviting involvement and feedback as this initiative progresses.

6.8 It was agreed that the summer edition of the Town Council's Newsletter would be prepared for a draft proof to be finalised at the 23 June 2025 meeting for print and distribution by Anderton St Joseph's Scout Group in early July. All Town Councillors were invited to put forward content to add to that already provided

6.9 The Town Council will submit comments to the national Post Office consultation on the proposed relocation of the branch in Adlington based on the discussion at the April meeting and will confirm the need for this facility to continue to be provided in the Village from a location that is as accessible as possible.

6.10 The parking of vehicles on the grass verge at the back of the public footpath on Bolton Road was discussed. Cllr Snape advised that LCC Highways be asked about land ownership as a first step.

7. Planning:

7.1 For information and comment:

25/00397/CLPUD: Application for a certificate of lawfulness for 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 front porch at 2, Mount Pleasant, PR6 9RR (enclosed). The Town Council had asked for advice from Chorley Council given local concern. This says a HMO proposal is permitted development when accommodating less than six people, so the Council as Local Planning Authority has no control over them. It was noted that policies within the draft Central Lancashire Local Plan that has recently been subject to public consultation seek to restrict new HMOs in close proximity to each other.

7.2 Applications noted for neighbour comment:

25/00317/FULHH: Single storey rear extension & associated alterations including high level lounge window to side elevation at 24 Freckleton Court, PR6 9FS

8. Finance

8.1 The 30 April 2025 account and budget reports were approved as the start of the 2025/26 financial year.

8.2 The Clerk will make arrangements for use of the Barclaycard Select credit card and for payments incurred to be met by monthly direct debit in line with the Joint Panel on Accountability & Governance Practitioners' Guide March 2024.

8.3 The transfer of £2,000 from the UTB Instant Access to the UTB Current Account was approved to cover items 8.2 and 8.4 below

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

Clerk	May 2025 net administration and financial management at 8 hours per week	£433.29
HMRC	PAYE deducted from the gross monthly payment	£108.20
Clerk	Mileage: 23miles @ 0.45ppm in April 2025	£10.35
EE Ltd	ATC mobile monthly invoice due at 16 May 2025	£29.93
Reimburse Cllr Rothwell	Go Daddy April 25 monthly web host fee	£16.79
Reimburse petty cash	Purchase of two black printer ink cartridges & milk & biscuits for VE 80 th Anniversary event £8.60	£60.62
Cllr Stuart Clewlow	Town Mayor's Allowance for 2025/26 year	£850.00
Reimburse Cllr Clewlow	Light refreshments for the Town Mayor's inauguration, 12 May 2025 based on receipts	£35.15
Reimburse Cllr Robinson	AED replacements: 2.00 Cardiac Science G5 Standard Adult Pads (non CPR) plus VAT	£144.00
Information Commissioner	Renewal of the Town Council's data protection licence at increased rate. With the set-up of payment by direct debit a £5 reduction by per annum is secured	£47.00
LCC street lighting team	Renewal of LCC floral basket lamp-post licence fee from 2025 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 is on 29 May 2025 from 6-7pm at Fairview Youth & Community Centre

9.2 The Town Mayor hosted his inauguration after the meeting had closed

The meeting closed at 21.05pm.