

Adlington Town Council

Minutes of the Meeting on Monday 15 June 2026

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

Present: Town Councillors: Cllrs A Rothwell (Town Mayor), D Jones, J Lowe, K O'Donnell, L Rennison, P Walkden, S Clewlow, J Molyneux, K Snape, Cllr B Speers joined online by Zoom link, and M Eden (Clerk)

1. Open Forum: There were no members of the public in attendance. The Clerk raised two matters on behalf of residents:

1. Christmas Tree Proposal

A request had been received for the installation of a large Christmas tree at the main crossroads next to the Elephant and Castle public house. It was agreed that the Clerk will:

- Contact Lancashire County Council Highways regarding the suitability of the location.
- Confirm the public house operator's willingness to support the installation.
- Update the resident.

2. Anderton St Joseph's Scout Group – URC Methodist Church

An update was received regarding interest in developing a community hub at the former URC Methodist Church. It was agreed that the Clerk will offer the group a meeting at 6.30pm on Monday 20 July, prior to the Full Council meeting.

2. Apologies for absence: None

3. Declaration of Interests: were made by Cllr Molyneaux for items 7.1 and 7.2

4. Minutes of the meeting: The minutes of the meeting held on 18 May 2026 were approved and signed as a correct record. It was noted that the Facebook page referenced in Minute 6.3 is not part of the Council's official social media presence.

5. Matters arising were noted as:

5.1 Antisocial behaviour at Adlington Railway Station - The issue has been reported to British Transport Police via text number 61061. It was agreed that the Clerk will:

- Provide feedback to the resident.
- Suggest that future incidents are also reported to Crimestoppers.
- Notify the neighbourhood policing team as an ongoing concern.

6. Items for Discussion:

6.1 Clean Up Day - the event was noted as successful. It was agreed that the Clerk will:

- Write to Chorley Council to thank staff for their assistance.
- Request that future Clean Up Days are advertised as finishing at 11.45am

6.2 The Web, Social Media and Communication Working Group will meet online to consider draft IT and Web Accessibility policies for the Town Council's approval. It was agreed that the Clerk would arrange a time and date for the group to meet on Zoom.

6.3 Preparations for the Civic Sunday event were noted. It was agreed that the Clerk will:

- Chase outstanding responses from invitees.
- Liaise with the venue regarding refreshments.
- Order required consumables.
- Arrange for the Council banner to be displayed on the day of the event.

A discussion took place regarding the need for a tap-and-pay cashless system for Council and Mayoral events.

6.4. The final proof of the Summer Update Newsletter has been sent to Town Councillors and the Clerk for comment and feedback. It was agreed that the Clerk would place the printing order with The Print Quarter.

6.5. Councillor and officer working protocol was considered. Members discussed the need for a formal Complaints Procedure covering grievance, disciplinary and standards matters. It was agreed that further work is required to provide practical examples and signposting to relevant policies.

6.6. A report regarding an incorrect online payment was received. It was agreed that the Clerk will implement the following controls:

- One authorised payee entry per individual/organisation.
- Removal of duplicate entries and payees unused for 12 months.
- Payments only processed where bank details are clearly stated on the invoice.
- Annual review of the full payee list each May, signed off by the Clerk/RFO and a councillor signatory.

6.7. The current arrangements were reviewed. It was agreed that:

- The named cardholder will update the registered address with the provider.
- The existing card will be cancelled once online banking access is available.
- A new card will be issued in the Clerk's name for authorised expenditure.

6.8 A report was considered. Members noted that decisions are recorded in the minutes and discussed the relationship between a Decision Log and the previously used Action Log. It was agreed that the Clerk will implement the Action Log and make it available for review at monthly meetings.

6.9. It was reported that the organisers of the Adlington Carnival had requested a meeting regarding the Mayor's involvement.

7. Planning

7.1. No new planning applications had been received.

7.2 26/00387/FUL – 18–20 Market Place. The proposal to convert the former Post Office into a six-bedroom HMO with an additional one-bedroom bedsit was considered. It was agreed that the Clerk will submit an objection on the grounds of over-intensive use of the site.

8. Finance

8.1. An Account Management Submission Form requiring signatures had been received. It was noted that online banking access may take up to two weeks once copies of paper documentation have been submitted.

8.2 The following payments were approved from the online UTB current account, with some amounts to be confirmed relating to Clerk transition arrangements:

Clerk:	The net administration and financial management at 8 hours per week for June 2026	£TBC
HMRC	PAYE deducted from the gross payment to the Clerk	£TBC
EE Ltd:	ATC mobile monthly invoice available from 16 June 2026.	£19.83
Barclay's Bank credit card 23.5.2026 statement	Payment in full by direct debit on 17.6.26 of Go Daddy.co.uk monthly payment for Clerk's email at 25.3.26 (£17.99).	£17.99
Clerk	To note a final month end assessment of monies due to Clerk will be made for consideration at the June meeting & reimbursement of the petty cash float	£TBC

9. Item for information:

9.1. Chorley Council Liaison Meeting, Wednesday, 15 July 2026, from 6.30-8pm, Chorley Town Hall.

10. Confidential Items

It was resolved that the public and press be excluded due to the confidential nature of the business.

10.1 Co-option – West Ward Vacancy

10.2 HMRC Matter

10.3 Former Clerk – Additional Hours and Leave

The meeting closed at 8.45pm.