

Adlington Town Council

Minutes of the Meeting on Monday 20 July 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, J Molyneaux, K Snape, Cllr B Speers joined the meeting online via Zoom, and M Eden (Clerk)

- 1. Open Forum:** There were no members of the public in attendance.
- 2. Apologies for absence:** S Clewlow, A Robinson
- 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 15 June 2026 were approved and signed as a correct record.
- 5. Matters arising:** none
- 6. Items for Discussion:**

6.1. The Civic Sunday event was noted as successful and well attended by a wide range of community groups and sports teams, including several attending for the first time. Members welcomed the opportunity to have a group photograph outside the church. The Citizen's Awards ceremony was well received, and the Mayor's raffle raised over £160.

It was agreed that the Clerk will invite the dignitaries to arrive at 9.30am to ensure all are present prior to the start of the short parade into the church.

6.2. Councillors attended a meeting with Anderton St Joseph's Scout Group on 13 July. The Scout Leader provided an update on the potential acquisition of the URC and Methodist Church as a community hub. A letter of support from the Council was issued on 14 July 2026.

6.3. Members of the Finance Working Group met on 13 July to review financial management and accounting systems. The Working Group recommended that the Scribe Accounting System was the most suitable option. This recommendation was approved at Full Council. It was agreed that the Clerk will contact Scribe to confirm the Council's decision and obtain an implementation programme and timescales.

6.4. Members discussed the level of Police presence and activity in Adlington. Historically, a Police Officer or PCSO attended Council meetings to present crime statistics, but attendance has not occurred for some time. Members noted recent PCSO visits to Fairview Community Centre, Jubilee Recreation Ground and the Friday Youth Group. Following personnel changes, it is unclear which officers are assigned to the Adlington and Anderton ward, and community engagement appears limited. It was agreed that the Clerk will contact Lancashire Police to obtain details of the officers assigned to the ward and request Police attendance and a report with crime statistics and Crimestoppers data for presentation at a future meeting.

6.5. Members discussed road safety and parking concerns around Railway Road, including the junctions at Grove Farm Drive, Mayfield Avenue, Adlington Community Centre, the railway station bus stop and Windsor Avenue. The potential installation of parking restrictions in the area was also discussed. Concerns were also raised regarding Bolton Road at Rothwell Road and Rossendale Drive. Councillors will email the Clerk with further details of instances of illegal parking or obstruction by 31 July 2026. The Clerk will determine which issues relate to illegal parking (Parking Services) and which relate to obstruction or dangerous parking (Police). The Clerk will contact the relevant organisations and request action, including a site visit by Lancashire County Council's Road Safety Team.

6.6. A discussion took place about the Community Calendar initiative and the benefits of such an initiative. It was agreed that the Clerk would contact the community groups in Adlington to gauge their support for the initiative and obtain three quotes for the printing of 250 calendars to enable a decision at the August meeting.

6.7. A discussion took place about Light Adlington. Costings have been obtained from three companies for brackets, mini-Christmas trees and lights, including installation and removal. Some cost elements require final confirmation to ensure all costs are accounted for. A further report will be presented at the August meeting.

6.8. Options for a tap-and-pay solution were discussed. SumUp was considered the most suitable. It was agreed that the Clerk will contact SumUp and Unity Trust Bank to arrange implementation.

6.9. Members discussed the appointment of a Lead Councillor for Safeguarding to provide governance oversight of safeguarding matters and support compliance with the Council's Safeguarding Policy. Councillor Denise Jones volunteered to become the Lead for Safeguarding. Priorities include reviewing the Safeguarding Policy and identifying training opportunities for the Councillors.

6.10. The Councillor and officer working protocol was shared at the previous meeting. It was agreed that the Clerk would provide practical examples of how the policy would be used and highlight links to other relevant policies. Councillors were asked for any further feedback before the policy is signed off.

6.11. Members of the Interview Panel provided feedback on the candidates for the Councillor Co-option vacancy and recommended appointing Mr Sam Wood. The recommendation was approved by Full Council. The Clerk will notify all candidates of the decision, and the Mayor will provide feedback on the interview process if requested.

6.12. The Draft co-option policy was discussed and agreed. All future recruitment for a co-option Councillor will be undertaken in accordance with the Policy.

6.13. Members discussed the annual event-planning meeting for the Remembrance Sunday commemorations to be held on Sunday 8 November 2026. It was agreed that the Clerk would contact Councillor Clewlow to discuss the arrangements.

6.14. The Clerks action Log was shared with the Councillors for information. An updated Action Log will be sent out with the meeting agenda for future meetings.

6.15. A discussion took place regarding email handling and GDPR compliance. It was agreed that the Clerk will forward emails from the Clerk's inbox to Councillors that are relevant for information sharing or require Councillor input.

6.16 The Mayor provided an update on the engagements she had attended since the June Council meeting. She also highlighted that, following the recent appointment of a new Councillor, training and development for Councillors — including an informal buddy scheme with a more experienced Member — should be considered a priority, and advised that a report will be presented to the August Council meeting.

7. Planning

7.1. Application Consultation - Location: 35 Lancaster Close Adlington Chorley PR6 9RA
Reference: 26/00546/FULHH – No comments on the application.

8. Finance

8.1. Members considered and agreed the proposed change to the agenda format for financial reporting. The details of the payment schedule will no longer appear on the agenda. Future agendas will have a finance report and a payment schedule; these will be circulated to members the week prior to the meeting.

8.2 Members approved the Payment Schedule for June 2026

9. Confidential Items

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

9.1 To consider the Town Mayor's report and approve the Clerk's Contract of Employment, Terms and Conditions, and starting salary within NJC SCP 13–17. *(The Clerk will withdraw for this item.)*

9.2 To consider the former Clerk's request regarding additional hours worked in 2026/27 and determine the Council's response. (Former Clerk's written request and Clerk's report enclosed.)

The meeting ended at 9.00pm