Adlington Town Council

Minutes of the Meeting on Monday 21 September 2026

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

Present: Town Councillors: Councillors A Rothwell (Town Mayor), D Jones, J Lowe, J Molyneaux. K O'Donnell, A Robinson, S Clewlow and M Eden (Clerk)

1. Open Forum: There were no members of the public in attendance.

2. Apologies for absence: L Rennison, B Speers, K Snape, S Wood, P Walkden

3. Declaration of Interests: Cllr Molyneaux declared an interest in the agenda items under Planning.

4. Minutes of the meeting: The minutes of the meeting held on 17 August 2026 were approved and signed as a correct record.

5. **Matters arising**: none

6. **Items for Discussion:**

6.1. The representative from Lancashire Police did not attend the meeting and, as a result, this agenda item was not discussed. It was agreed that the Clerk would contact Lancashire Police to ascertain the reasons for the non-attendance and seek confirmation that a police representative would attend a future meeting.

6.2. Members discussed the application from Anderton St Joseph's Scout Group to have the Adlington URC and Methodist Church nominated as an Asset of Community Value. It was confirmed that the formal decision is due to be announced on 25 September 2026.

6.3. The defibrillator located at Adlington URC and Methodist Church has reached the end of its service life as replacement pads are no longer available. Once the current pads have expired, the defibrillator will need to be removed from service. The other two defibrillators, located outside the White Bear Inn on Market Street and the Public Conveniences on Babylon Lane, require replacement cabinets as the existing cabinets have become rusted. It was agreed that the Clerk would order new hard-plastic cabinets for these two defibrillators.

6.4. A verbal update was provided on the Adlington Remembrance Sunday planning meeting which was held on Wednesday 16 September 2026. Cllr Clewlow was nominated as Parade Marshal and Cllr Wood was nominated as Deputy Marshal. Some changes were proposed to the procedures used in 2025. The Clerk will circulate the updated procedures, the risk assessment, actions points and plans to the pre-planning group.

Cllr O'Donnell has completed the required paperwork and submitted the road closure application to Chorley Council. Chorley Council has issued the Street Closure Order for the Annual Remembrance Sunday Service on 8 November 2026, authorising the closure of Railway Road in accordance with the Council's traffic management plan.

The Clerk reported that quotations had been sought from three traffic management companies. It was agreed that SJP Traffic Management be appointed to provide traffic management services for the Remembrance Sunday commemorations. Members noted that Chorley Sand and Aggregate had agreed to meet the cost of the traffic management arrangements and requested that the Town Mayor write to Mr Ashburn to thank him for his generous support.

6.5. The Community Calendar initiative was discussed. Quotes for printing the calendar had been obtained from several local printing companies, located within 10 miles of Adlington. Details of the three lowest cost quotations were included in the report. It was agreed that the design, printing and binding work would be awarded to Empine Group Limited.

It was agreed that the Councillors, Rothwell, Jones and Molyneaux would judge the photographs and select which photographs should be used for the front cover and each of the 12 months of the year. The Clerk will forward copies of the photographs to the panel members

once the submission deadline has passed.

6.6. An update on Light Adlington was provided. Six businesses expressed an interest in having mini-Christmas trees installed outside their premises. One business declined to participate due to cost. A further 23 businesses did not respond to the invitation or provide any feedback as requested in the letter sent to all businesses. It was agreed that the Clerk would contact the contractor regarding installation arrangements and update participating businesses accordingly.

6.7. A report outlining options to provide community support in Adlington was presented and discussed. It was agreed that the Clerk would contact Chorley Council to ascertain when advice sessions for local residents would next be taking place in Adlington.

6.8. The Clerks Action Log was shared with the Councillors for information.

6.9. Youth Group Update **-** Councillor O'Donnell reported that the Friday evening youth sessions continue to operate successfully, with attendance typically ranging between 20 and 40 young people. The sessions are delivered by INSPIRE and supported by volunteers and community centre staff.

Members were advised that efforts to recruit additional volunteers had achieved limited success and that the long-term sustainability of the group remains dependent upon the appointment of individuals to undertake the roles of Chair, Secretary and Treasurer in order to establish and administer a separate organisation and bank account. It was reported that existing volunteers are already heavily committed to a range of community activities and that no additional individuals have come forward to undertake these roles.

Councillor O'Donnell further advised that, due to previous fundraising efforts, the group currently has sufficient funding to continue operating until approximately June 2027. Councillor O'Donnell agreed to contact INSPIRE regarding funding arrangements beyond June 2027. Members noted the update.

7. Planning

7.1. Reference: 26/00744/FULHH. Location: 5 Thirlmere Close Adlington Chorley PR6 9QD. Matter referred for neighbour comment

7.2. Reference: 26/00770/FUL. Location: Land Adjacent To 101 Chorley Road Adlington.

Members noted concerns had been raised regarding the consultation process.

7.3. Reference: 26/00774/FULHH. Location: 14 Lewis Close Adlington Chorley PR7 4JU

Matter referred for neighbour comment

It was agreed that in future, whenever planning consultation letters are sent to the Clerk, the Clerk will contact Chorley Council planning service to ascertain if the deadlines for responses to the planning consultations can be extended until after the Council meeting to enable members to have sight of the applications and agree their responses at the meeting. If the deadlines cannot be extended – the Clerk will email the consultation letters to all Councillors and ask for comments by the deadline.

8.0. It was confirmed that Mr Ian Wright, Community Engagement Officer (Treescapes) will be attending the Council meeting on 19 October 2026.

That the public and press be excluded from the meeting for the following item(s) of business, as publicity would be prejudicial to the public interest by reason of the confidential nature of the matters to be discussed, in accordance with the Public Bodies (Admissions to Meetings) Act 1960.



9.0. Finance

9.1. Members considered the Finance Report and noted the Council's financial position as at 31 August 2026, including the Period 5 Budget Monitoring Report, which indicated that expenditure remained within the approved budget. Members also noted the current Community Infrastructure Levy (CIL) reserve balance and the arrangements for reporting CIL funds.

Members noted the implementation of the 2026/27 National Joint Council (NJC) Pay Award, effective from 1 April 2026, and the inclusion of the associated back pay within the September 2026 payroll.

It was agreed to transfer £3,000 from the Instant Access Savings Account to the Current Account to ensure sufficient funds were available to meet the Council's ongoing commitments and anticipated expenditure.

Members considered future payment arrangements for the Scribe accounting software subscription and agreed that future subscription fees may be paid by Direct Debit.

It was agreed that the Clerk would contact Chorley Council to obtain details of the CIL funding which has been awarded to the town council and the date by which the funding must be spent.

9.2. Members approved the Payment Schedule for September 2026.

The meeting ended at 8.40pm

