

LUDGERSHALL TOWN COUNCIL



Minutes of the Full Town Council interim meeting held on
Thursday 29th June 2023 at 7pm at The Council Office, 10-12 High Street, Ludgershall

Present: Cllr O White (in the Chair), Cllr M Williams, Cllr J White, Cllr E Williams, Cllr D Lillywhite, Cllr P Porter, Cllr T Webber, Cllr J Walker & Cllr L Coombes

Absent: 0

Public: 0

069-23/24 1. Apologies for Absence – Cllr D Lansley-Smith, Cllr L Ramsay, Cllr N Gregory, Cllr D Davies, Cllr L Wilkins & Cllr J Bowyer – Cllrs RESOLVED to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.

070-23/24 2. To Receive Declaration of Interests –None.

071-23/24 3. Previous Minutes for ratification – Minutes of the Full Town Council interim meeting held on the 25th May 2023 - **Cllrs resolved to accept.**

072-23/24 4. Planning Applications - *a) Application Ref PL/2023/03831*– Cllrs resolved no objections. *b) Application Ref PL/2023/04685*- Cllrs resolved no objection. *c) Application Ref PL/2023/04495*- Cllrs resolved to object permission due to their being no conservation officer consulted, the building will not match the characteristics of the town and the right of access near the rear garden needs to be obtained - **Office to action.**

073-23/24 5. Planning Decisions - *None*

074-23/24 6. Correspondence: *a) The scout hall thank you* - The scout hall has just this week had its side windows replaced, which was possible with the aid of an LTC grant. Again, please pass on my grateful thanks. **Noted**

075-23/24 7. Allotments – *a) Deweys Lane report – as of 27th June 2023*- 3 New plots now available. Plot owners are now informing admin if there are reasons to be taking break – **Cllrs Noted** *b) Bell Street report – as of 27th June 2023*- Growing concerns over Rats – Cllrs noted and agree to get pest control in – **Office to action.** *c) Updates on troughs with quote to install – a drawing has been completed and awaiting a quote* - Cllrs Noted. *d) Notice boards*- Cllrs agree to review next month after obtaining more information. *e) Problem with gates and fences from homeowners gardens.* – Cllrs agree to ask owners to remove the gate/door and fix the broken fence – **Office to action**

076-23/24 8. Cemetery: *a) Query regarding the old fence* – Cllrs to agree a quote for removal in the upcoming meeting. **Office to action.**

077-23/24 9. Gardens, planters & War Memorial - *a) Overgrown hedges in Jubilee Garden* – No Update. *b) Update on flagpole*- Being ordered after Freedom of The Town Parade - **Office to action.**

078-23/24 10. Carpark & Toilets – *a) electric charging points update* - Update for the Town Plan working group 6th July.

079-23/24 11. Play areas *a) Rospa Report* – There are a few minor repairs that need to be rectified a list will be provided to the office to arrange repair in the upcoming weeks. – **office to action**

080-23/24 12. Recreation Ground - *a) repairs to broken hinge plate on vehicle entrance* – a quote of £225.00 + VAT for a new fully hinged plate, with cut out for padlock and cover for post hole and securing flap to be drilled and screwed to concrete. - **Cllrs agree the quote, office to action.**

081-23/24 13. Skate Park - *a) Skate Park extension update* – the new groundwork hopes to start on the 17th July, awaiting update from the skatepark providers for their go ahead. -**Cllrs Noted.**

082-23/24 14. Resistance gym equipment: Cllrs to go for a site meeting to discuss the removal of the current wooden gym equipment with the contractor await additional quote for this work - **Cllrs will Update with decision at next FTC meeting.**

083-23/24 15. Paths/Right of ways – No update- being continually inspected **Noted.**

084-23/24 16. Environment: *a) Parish Steward*, Parish Steward to come and clear up by the youth club front hedge ahead of Saturdays parade - **Office to action.** *b) Portable SIDS* – three quotes to be reviewed – Cllrs discussed which SIDS they would like to go for, a decision was not made. Cllrs will do more research on what SIDS are desired. Cllr O White to check with Wilts council re planning permission. *c) Signs update* – All the signs ordered from core signs have now been placed around the town. – Cllrs Noted. *d) Cleanliness of Ludgershall town* – Cllrs noted a litter clean was discussed, but no decision was made. *e) Environment group update* – Cllrs were provided with information – **Cllrs Noted.** *f) Castle street trees to discuss*- they need pollarding Cllrs discussed planning permission to pollard the trees needs to be sought – Need quote for pollarding and to trim the bottom shoots- **Cllrs Agreed to seek planning permission for Pollarding- Office to action.** *g) Castle Street Parking problems – 1)* 4 Posts need replacing they need to be cut, shaped, pressure treated, with new metal sleeves and needs to be broken out the old concrete at £180 + VAT per post, for the replacement of all 4 posts a quote has been received of £720+VAT- **Cllrs Agreed to all posts being fixed at this quote and if the Office can get this agreed for the future. Office to action** *2)* Customers of Castle Club are parking in Castle Street carpark causing congestion, Cllrs discussed whether is it time to send another letter to Castle Club asking for them to help with the situation? **Cllrs Agreed to send a letter to the club explaining the concerns from residents regarding the parking, and copying letter to police and Wiltshire Highways in case the parking is a hazard/offence. Office to action.**

085-23/24 17. Events 2023: *a) 26 Engr's Freedom Parade* – All Cllrs updated on EPD *b) Summer last Hurrah* –It was felt there have been many events this year so a unanimous decision was made to not continue with the Summers Last Hurrah- **Cllrs Agreed to cancel.** *c) Dday 80th 2024-* Cllrs Agreed to do a small celebration on 6th June (Thurs evening) and a bigger main event on Saturday **Office to register LTC's interest and start EPD.**

086-23/24 18. Finance: *a) Statement to end of Month 2*, Town Council is within budget.

b) Longer Term Saving report- **Noted.** *c) Policies for review-* none this month noted.

d)Grants requested- *1)* Kickstart FC have asked for a grant- **Cllrs Agree - Office to action.** *2)* Carers support Ludgershall- have asked for a grant – Cllrs will accept the grant request on the proviso that the funds go directly to the branch of Ludgershall. **Office to action and report to council outcome.**

087-23/24 19. Resolution to adopt the Governance Statement 2022/23– Cllrs Accept

088-23/24 20. Resolution to adopt the Accounting Statement 2021/22- Cllrs Accept

089-23/24 21. Internal Audit Report – Internal Auditor ensured the council that the quality of governance and internal control throughout the year is of high standard with no recommendations to make, Observations in the report were discussed with the town council. The Committee agreed to the observation to increase the delegated level to the town clerk

under FR5.5C, with subsequent reporting to council and periodic checks under FR2.2 Regarding CCLA deposit funds transfers. **Committee were all in favour – office to action.** Further observations from the internal audit were to abolish petty cash and instead take on 4 credit cards to be used by key staff and Cllrs. With spending limits and appropriate financial controls – **Cllrs agreed spending limits £200.** Internal audit had further observations and concerns of the accuracy of DCK accounting in many different areas Ludgershall Town Council and the Clerk are not happy with the level of service received considering the number of errors found, discussed action to send a strong worded letter regarding the level of service and will discuss the future of accounts at a later date. – **Cllrs Agreed office to action.**

090-23/24 22. Complaints Committee formation, formal vote –a formal complaints committee was discussed. 6 Cllrs O White, M Williams, L Coombes, E Williams, J White & J Walker have put themselves forwards and were formally voted on to that committee- all in favour- **office to action.**

091-23/24 23. CCTV Updates – the CCTV contractor will need to move equipment in the office to a better position and quoted to put cameras on both front and back of the office a cherry picker will be used to find line of sight so that the Rec and the Carpark CCTV can all be brought together and be viewed in office - Cllrs discussed quote & would like to add 1 more camera on front of office to enlarge the area being surveyed.– **Cllrs Agreed Office to Action.**

092-23/24 24. Website – To be updated after Freedom Parade - **Cllrs Noted - Office to action.**

093-23/24 25. 10th July – Tidworth Community Wellbeing Fair – Cllrs Discussed whether council should reschedule their next FTC which collides with this event. – **Cllrs Agreed to keep the July FTC as it is.**

At this point the Chairman asked if standing orders could be suspended regarding point 3 x so that the meeting could continue. The committee agreed.

Under the Public bodies (Admission to meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature

094-23/24 26. Discuss Freedom of the Town -

Cllrs discussed the nomination of a Ludgershall resident to be awarded Freedom of the Town. Cllrs Agreed with the nomination requested. Cllr M Williams to speak with nominee.

095-23/24 27. Agenda Points for next month – Bench in cemetery, Gates in Jubilee, and Cemetery walls re cleaned and treated – **Office to action.**

Next FTC meeting 10th July 2023

Agenda items to the Clerk 7 days before the meeting.

There being no further business to discuss the meeting closed at 9.20pm

Signed.....

Date.....