

LUDGERSHALL TOWN COUNCIL



Minutes of the Full Town Council Interim meeting held on Thursday 30th June 2022 at 7pm at the Church Hall, School House Drive, Ludgershall

Present: Cllr M Williams (Vice Chair), Cllr S Mcshane, Cllr J White, Cllr E Williams, Cllr L Wilkins, Cllr D Lansley-Smith, Cllr N Gregory, Cllr L Ramsay & Cllr J Walker.

Public: 9

AGENDA ITEM

THIS MEETING WILL BE RECORDED.

058-22/23 1. Apologies for Absence – Cllr O White & Cllr L. Coombes- The Committee resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.

059-22/23 2. To Receive Declaration of Interests – None

060-22/23 3. Error on agenda – no actual point

061-22/23 4. Previous Minutes for ratification –None available.

062-22/23 5. Allotments – Cllr L Wilkins lead, Cllrs D Lansley-Smith & N Gregory make up the team, responsibilities were described I.e a proper inspection needs to be completed, plot numbers need checking and replacing if needed, take down the old dog signs that state dogs allowed on leads.

a) *Deweys Lane*- Town clerk requested a picture to be taken of Plot 6 as work is needed due to it being handed back. There are 9 people on the waiting list for an allotment.

Discussed plot 34 being used as a mental health garden, Town clerk has approached Kickstart FC but has had no reply- To be chased up- **Office to action.**

b) *Bell Street*- Plots re-let since last report, 0. Plots that have been given up, 0. There are currently 16 people on the waiting list at current. No issues with standards.

c) *Allotment request for childminder*- A childminder is interested in a specific plot which is already occupied Cllr M. Williams suggested offering a full plot to the current owner as this was their original request then the childminder could then be offered the specific plot- **Action Office** The committee asked the office to update information and send letters to those on the lists to confirm whether they are still wanting an allotment. **Action office.**

d) *Report of man drinking and sleeping in shed*- This was information purposes only.

e) *Hedge Bell St* – query from plot holder- Office to contact Aster regarding the hedge and the maintenance.

063-22/23 6. Cemetery to discuss – Town Clerk asked if anyone else would like to be on the cemetery group lead is Cllr E. Williams. Cllr J. White volunteered.

a) *Fees*- No increase this year due to no discussion beforehand. Cllr M. Williams suggested to wait until January for a possible increase- all agreed.

b) *Garden of Remembrance fence ideas*- Suggested to be discussed at another time by Cllr M. Williams- all agreed.

c) *Move Tap and provide water butt*- suggested to get quotes by Cllr M. Williams- all agreed- **Office to action**

064-22/23 7. Gardens, Planters, & War Memorial- Discussed getting a bowser to make the watering of the plants easier, suggested getting quotes- agreed by all. **Office to action.**

a) *Install Flagpole-* Agreed by all to leave until next meeting.

065-22/23 8. Carpark & Toilets – Requested for volunteers to take on the car park & toilets and discussed the responsibilities- Cllr O White Lead with Cllr S. McShane & J. Walker. Stopcock to be sorted, electrics need looking at and the plumbing also. **Office to action.**

Requested a date from Gavin Jones to strim the car park- **Office to action.**

066-22/23 9. Play Areas to discuss –Requested for volunteers Cllr J. White as lead – with Cllrs D. Lansley-Smith, L. Ramsay, J. Walker & M Williams - all agreed.

a) *Rospa report for both parks & skate park-* Discussed the rospa report- Cllr J.White will send information to the office for action- **Office to action**

b) *Play area maintenance contractor need new contractor-* Town clerk suggested sourcing own materials & get a contractor to fit items **Office to action**

c) *Fence and new entrance around Pretoria Road play park-* History explained

067-22/23 10. Recreation ground to discuss

a) *Hedge near entrance-* No answer from the neighbours, Gavin Jones has offered to trim for £80 or can leave until February next year to completely trim back for £400. Agreed to be done ASAP- **office to action.**

b) *Fir trees update-* Had quotes from both Gavin Jones & Tree Technique- Resolved to accept tree technique to complete work on the fir trees- no objections. **Office to action.**

c) *Install Man Hole-* for next meeting

068-22/23 11. Skate park – Discussed the graffiti on the skate park- Office to go to the contractors to remove- **office to action**

069-22/23 12. Multi Use Games Area (MUGA)- discussed & **office to get quotes-** agreed by all

070-22/23 13. Paths/rights of way – maps to be sent out to all in order to complete the walks- **office to action.**

071-22/23 14. Environment to discuss –

a) *Parish Steward-* we have a new parish steward who keeps in contact with the office and uses WhatsApp. Town clerk stated that if any member of the public notice anything that needs doing i.e. pot hole, overhang of bushes onto paths etc then email the office and/or report on the Wiltshire App- the parish steward does keep an eye on this and any reports that have been made.

b) *Sparkle Team-* Come once every 3 months, as above if anyone notices that needs to be completed then to email the office and it will be passed to the Sparkle Team.

c) *Complaint re hedge corner of Central St & Short St-* No new update due to Wiltshire Cllr C. Williams being on holiday since last discussion. To be discussed at another meeting. Agreed by all.

d) *Tree Survey due soon help needed-* requested for volunteers, Lead Cllr N. Gregory with Cllr S. McShane - **Town clerk to contact**

e) *Eco Dog Waste bag stations quote-* Proposed to order 1 dispensing station instead of 10 and then review in 6 months' time. Proposed investing in stickers to be put on current bins stating that they can be used for both. Agreed- **office to action**

072-22/23 15. Past Events – Queens Jubilee Weekend

a) *Balance Sheet-* printed out and handed to all councillors & public- no issues found.

b) *What went right-* Everyone worked as a team, help from the community (volunteers & local businesses) and given the amount of time the council had to set it up, it went really well and had an incredible turn out. Suggested by public to do again next year- to be discussed closer to the time.

- c) *What can LTC Learn-* to ask for help earlier from the local community, request for feedback, use social media and the local radio station as they are eager to help.

073-22/23 16. Future Events

- a) *Ludgershall in Bloom-* not happening this year due to timings- to be put on future agenda- agreed by all.
- b) *Scarecrow Competition-* has only been done once previously but didn't have a good turnout due to the scale of the map- agreed by all not to be done.
- c) *Remembrance Sunday-* requested for volunteer councillors to send out letters within the community regarding the road management- Cllr L. Ramsay & Cllr M. Williams volunteered- no objections. Tea and coffees to possibly be offered in the new offices- agreed by all.
- d) *Christmas Lights Switch on-* the proposed date was the 25th November however due to Memorial Hall having issues regarding the dates, Cllr S McShane suggested bringing up the issues at their next meeting, Cllr M. Williams suggested that himself and O. White meet with them also. Decision was made to speak to the Memorial Hall committee and set a meeting with them before any decisions are made. Agreed by all. Permission needed from Wiltshire council re the lights, need to be checked and kept in a container- **office to action.**
- e) *Santa Sleigh-* need a Santa (plus suit), elves (plus outfits) and flatbed for both the sleigh nights and the fayre. **Office to update re dates and volunteers.**
- f) *Best Dressed Christmas window-* to be considered by all and discussed at next meeting. Cllr. E. Williams suggested a find the Christmas related poster be put in the windows- **office to action**
- g) *Residents Christmas lights photos for Face book-* to be considered by all and discussed at next meeting.
- h) *Christmas Fayre joining with all Ludgershall Groups-* 27th November was considered but needs to be confirmed by social club & the town council, discussed having a lucky dip, tombola, cake, Military wives' choir and have proper reindeer, Cllr. M. Williams suggested using a local resident that owns reindeer-to be considered and discussed a next meeting. A grotto needs to be ordered, just the two of us band and small business stalls approached- **office to action, work out account budgets and update at next meeting.**

074-22/23 17. Finance

- a) *Statement to end of Month 2-* Town clerk discussed amounts in the account and explained that some has been earmarked for certain things.
- b) *Longer Term Savings Report-* The Clerk reported that Lloyd's treasurers and 30-day business bank instant stands at £26,893.45 and CCLA account holds £430,526.35. With Perry's Cottage and S106 accounts at just over £30,000, this means that LTC are under the FSA limit of £85,000 at £56,000, in the Lloyds accounts.
- c) *Payment to Willmont building services-* discussed the payment to builders at £22,277.73 invoiced same as quote. One light switch needs to be changed office to request for them to come back and repair. Additional works requested during project- requested for them to carry out fire stop works at £95, supply and fit x2 external lights at the back of the building at £168, supply & fit electricity to the comms cupboard at £247, complete work on decoration pop up shop at £960, making good decorations to the walls & ceilings at £395, manufacture, install and varnish counter end panel at £165, supply and

fit carpet tiles at £3,100. Total amount is £6,018.90- agreed by all. Town clerk requested for extra carpet tiles due to the flood.

- d) *Request for use of S106 sports pitches monies*- the money was split between the youth club, sports club and the council. The sports club requested for a grant for netting to be put up at sports club to stop balls from going into gardens, Wiltshire council agreed LTC could use S106 monies to grant this request.

075-22-23 18. Policy Reviews- None

076-22/23 19. Grant Request- None

077-22/23 20. Community Governance Review- agreed to keep governance review as is- no objections.

078-22/23 21. Memorial Hall – more residents worries- not discussed as couldn't be taken any further, agreed to be discussed at next committee meeting with the memorial members. No objections.

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

079-22/23 22. Staffing update –

- a) *Salaries*- No changes to Town Clerk Salary, there is only 2 days' worth of salary that is to be paid to the new admin assistants- no objections.
- b) *Training*- discussed the x2 new admin assistants, agreed that the town clerk needs to take 1 day off every 2 weeks in order to complete her CILCA coursework and for it to be paid- agreed by all. There was a £50 fee that had to be paid to CILCA in order to extend the course deadline- agreed.
- c) *Office*- CCTV for new office- originally had 2 quotes but then requested for another quote from another company who then wouldn't quote to the requested specifications, so town clerk went to the original contractor as they are more expert in the field, quote did go up in price due to length of time between quotes and is now £2462- need 50% upfront- agreed by all- office to action. Point was made by Cllr M. Williams that the meeting has just run over the 2 hour mark and asked if ok to continue- agreed by all, resolved to continue under standing order 3X. Loss adjusters have attended and agreed that we can use our builder to do quote for work, but the leak must be stopped completely, sanctuary confirmed that payment of insurance claim needs to be paid to LTC directly. No cause of leak found at the time. No date on official opening due to circumstances. Agreed by all to order new items for the office i.e. kettle, bins etc- no objections- office to action.

080-22/23 23. Agenda Points for next month – none

There being no further business to discuss the meeting closed at 9.07pm

Next meeting 11th July 2022

Agenda items to the Clerk 7 days before the meeting.

Signed.....

Date.....