

LUDGERSHALL TOWN COUNCIL



Minutes of the Allotments, Cemetery & Car Park committee held on Tuesday 16th July 2019 in the Town Council Office at 7.00pm.		
Present:	Cllr J Langley in the Chair	Cllr N Allingham
	Cllr O White	Cllr B Dance
	Cllr C Giles	Cllr M Giles
	Cllr B Cordery	
Absent:	Cllr AKJ Pickernell	
Members of the Public:	1 x Member of the Public	
	<u>Agenda Item</u>	<u>Action</u>
014/19-20	1. Apologies – none	
015/19-20	2. Declaration of Interest - none	
016/19-20	3. Minutes of previous meeting held 21/05/19 – these were ratified at the Full Town Council meeting held on 11th June 2019, no further points were raised.	
017/19-20	<p>4. Allotments – a) Livestock rules – the Committee discussed keeping of livestock and it was agreed that the rules should be changed to reflect that allotment holders should ask the Council prior to putting livestock on their plots. Any decision is at the Towns Councils discretion. b) Strimming of plots when required – The Committee were advised that 3 plots had been strimmed by Gavin Jones as agreed by Cllr J Langley so they could be re-let. It was agreed that they had done an excellent job for the cost (full plot £64.76, half plot £32.38 both not inc vat) and moving forward this is the best way to get a plot cleared if required, the office where possible will be recouping costs from exiting plot holder or deposits paid. Bell Street – a) Inspection reports – Cllr J Langley advised the Committee of the general state of the plots at Bell Street and informed that warning letters had been sent where necessary. b) Update on new allotments rented and waiting list - Cllr J Langley updated the Committee with the relevant information as provided by the Admin Assistant. The Clerk read out an email that reports the fence behind plot numbers 10- 12 has been cut and gate/s put in. Cllr J Langley advised that she had noticed this on her recent inspection. The Council has not permitted this action and the gates will need to be removed and the fence re-instated. The cost of this will be invoiced to the homeowner/s as the fence is the property of LTC. c) Path at bottom of allotments overgrown difficult for residents to use – The Committee discussed and advised they will go and have a look at the path and revert to Clerk if</p>	<p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Cllr J Langley/Cllr B Dance</p>

	<p>they wish to go ahead with clearance using Gavin Jones. d) Vehicle hard standings – discuss permission - The Committee have been asked to consider hard standings on the allotments for vehicle parking, particularly for those less mobile. After much discussion it was agreed that they should be agreed in advance and by request to the Council. Each will be considered on its own merit and can only be the width of the plot and 2m deep. It is only permitted to be grass and not stones/gravel/hardcore. Those plot holders who have already made a hard standing on their plot without consent need to apply for such permission explaining why this is needed. The Committee will then consider the request and if not agreed the Council will request the removal of the hard standing. Clerk/Admin to contact those known to have done so and reply to the original request in context. e) Report of rats in resident’s garden - Cllr J Langley advised the Committee that there have been no sightings of rats on the allotments during inspections and the office will contact the resident with information re: rats dwelling habits as advised by a local Pest Control expert. LTC is not responsible for rats found on resident’s property. f) Additional point added during the meeting regarding the trees and hedge on the left hand side of the track – these need to be cut back but Planning Permission will be required – Office to start proceedings. Deweys Lane - a) Inspection reports – Cllr J Langley advised the Committee of the general state of the plots at Deweys Lane and Admin has sent the necessary warning letters. b) Update on new allotments rented and waiting list - Cllr J Langley updated the Committee with the relevant information as provided by the Admin Assistant. c) Plot 34 tree Survey update – The Clerk advised the Committee of the outcome of the Tree Survey report received very recently. It states that nearly all trees require ivy removal and 4 trees need to be felled. Cllr J Langley advised that she and Cllr M Giles will go up to the plot and will inform the Clerk which additional trees they would like to be felled in order for the fence to be erected. d) Shed Ownership/Insurance - Each year the insurance and peppercorn rent are billed to the Garden Club, rumours are that the Club has folded, however this has not been confirmed. Clerk to check with contact, and send invoice as usual. e) Overgrown hedge - Admin noted on a recent visit to the allotments that the hedge inside the allotments is overgrown. The Committee advised that the onus is on the tenant to keep the shrubs trimmed alongside their plots (Clerk to check the Allotment Rules first). The remaining hedge needs to be marked so Gavin Jones can come and trim the relevant section/s.</p>	<p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Cllr J Langley/Cllr M Giles</p> <p>Clerk</p> <p>Admin/Clerk</p>
018/19-20	<p>5. Jubilee Garden - There is no evidence that there has been any damage done to the fence for some time and the existing fence is in good condition so no further action is required at this point. The committee discussed reports that vehicles had been seen driving around the Gardens over the weekend. The decision was taken that owing to this type of abuse along with continued drug use that the gates be locked and the gardens closed to the public again. Admin/Clerk to</p>	<p>Admin</p>

	action.	
019/19-20	<p>6. Car Park/Toilet – The Clerk reported to the Committee that the drain in the corner of the Car Park is blocked and requires clearing. As owners LTC need to get this sorted, the office will get quotes and it was suggested that the previous company could be contacted. A Councillor advised that the tree/s by the Crown Pub are spreading and need attention. Clerk/Admin to check when work last carried out on these trees following the Tree Survey and arrange further quotes if needed. There is also an abandoned car which has been reported on the My Wiltshire App. It was also requested that the Clerk send a letter of thanks to Rev Tim Laundon for cutting the hedge inside the Car Park.</p>	<p>Admin/Clerk</p> <p>Admin/Clerk</p> <p>Clerk</p>
020/19-20	<p>7. Cemetery – a) Gates in front of skip/container – Cllr M Giles will advise the office of the name of someone who can provide an additional quote as the ones received so far are very costly. b) Request to transfer Exclusive Burial Right to another person – The Committee agreed that a request to Transfer the Exclusive Burial Rights to another person be granted as the person who owns them has moved to Australia and wishes for their local relative to become the owner. Clerk to contact owner to confirm. c) Issue of Burial Rights Certificate where payment not made – The Committee agreed to issue a Grant of Exclusive Rights of Burial Certificate to a relative who has not paid the fee for the Certificate due to a misunderstanding by the Funeral Directors and our pricing structure not specifying the price of a plot in the Garden of Remembrance (usually the single or double burial plots are charged). The Committee went on to agree the proposed pricing structure for the Exclusive Rights of Burial be agreed at £50.00 for a single plot in the Garden of Remembrance and £100.00 for a double plot. Clerk/Admin to update document and circulate to Funeral Directors. d) Headstone borders suggested weeding with quote – The Clerk showed the committee the quote from Gavin Jones to weed the headstone borders of £156.87 + vat and all agreed to go ahead. Clerk/Admin to instruct. e) CCTV cameras – The Clerk was asked by the Committee to contact the Contractor to arrange installation of the cameras.</p>	<p>Cllr M Giles</p> <p>Clerk/Admin</p> <p>Admin</p> <p>Admin</p> <p>Clerk/Admin</p>
021/19-20	<p>8. Anti-social behaviour – The Clerk advised that there have been 4 incidents of antisocial behaviour since the last meeting in May, 3 were empty drug bags found in the Jubilee Gardens and one empty drug bag found in the Car Park. All were cleared by the Contractor.</p>	
022/19-20	<p>9. War Memorial – discuss state of repair – The Clerk showed some photos taken by Admin of the War Memorial as the office were advised that it is falling into a state of disrepair. The previous company who carried out repairs back in 2009 were looked up, but they have since gone into administration. The Committee suggested that Michael</p>	

	Meade from St James' Church is contacted in reference to this. Clerk/Admin to arrange. Cllr O White will be ordering the Autumn/Winter plants before the next meeting and the committee agreed a budget of up to £250 for this. Clerk to see if Rosebourne will agree to sponsor planters and donate plants.	Clerk/Admin Clerk
023/19-20	10. Correspondence a) HSE – Legionnaires Disease – The Clerk informed the Committee of an email received in connection with the Council's responsibilities in relation to disease prevention. As LTC is responsible for a number of water sources that may carry the Legionella Disease, the Council should look in to this. Cllr N Allingham agreed to take a look and report back to the Council in due course.	Cllr N Allingham
024/19-20	11. Agenda Points for Next Month – Preferred Plumbing Contractor	

There being no further business to discuss the meeting closed at 8.17pm. The date of next meeting will be **Tuesday 20th August 2019.**

Signed.....Date.....