

# LUDGERSHALL TOWN COUNCIL



## Minutes of the Allotment, Cemetery and Car Park Committee meeting held on 16<sup>th</sup> March 2021 via Microsoft Teams at 7pm.

**Present:** Cllr J Langley (Chair), Cllr B Dance (Vice Chair), Cllr M Giles, Cllr C Giles, Cllr N Allingham, Cllr CA Moore.

### AGENDA ITEM

**020-20/21:** 1. Apologies – Cllr B Cordery. The Committee resolved to accept these and record under the LGA 1972 Section 99 and Sch 12 para 40.

**021-20/21:** 2. Declaration of Interest – none.

**022-20/21:** 3. Minutes of previous meeting held 19/01/2021 – ratified at FTC 09/02/2021. No comments were made.

**023-20/21:** 4. Allotments – water supply needs to be put on at both sites and gates opened – volunteer required. Cllr N Allingham kindly agreed to do this by 1st April 2021 and will obtain the keys and tools from the Clerk. Cllr M Giles also offered to assist him.

#### *i) Bell Street*

a) Update on new allotments rented and waiting list – Cllr J Langley advised that 4 new plots (6a, 7, 39 and 43) have been re-let since January and there are 11 people on the waiting list (6 also on Dewey's Lane list).

b) Inspections – these were carried out on Sunday 14<sup>th</sup> March 2021 and there are 10 plots that are in a poor state and a 1<sup>st</sup> warning letter will be sent to them by the office. This includes Plot 39 that was red last September, was taken recently as seen and is still in a poor state. The Committee agreed a letter should still go out.

#### *ii) Dewey's Lane –*

a) Update on new allotments rented and waiting list – no new plots have been let although Plot 7 is handing back his plot – currently waiting on confirmation all items have been removed so a photo can be taken to agree if the deposit can be returned (Admin to chase). There are currently 13 people on the waiting list (6 of whom are also on the waiting list for Bell Street).

b) Inspections - these were carried out on Sunday 14<sup>th</sup> March 2021 and there are 4 plots that are in a poor state and a 1<sup>st</sup> warning letter will be sent to them by the office.

**024-20/21:** 5. Jubilee Garden – the Committee voted all in favour of keeping this closed for the time being.

**025-20/21:** 6. Car Park/Toilet –

- a) ANPR camera quote update – discuss 2 quotes received – The Committee had previously been sent the quotes from Premier Fire Security and Roland Security. Premier have proposed fitting an NPR camera on the pole in the Car Park and Roland Security have quoted for a separate ANPR camera. After discussion Cllr J Langley proposed that the Committee go with the quote from Roland Security - the quote is for £2928 + VAT for the upgrade and ANPR camera equipment and installation, plus 50% of £1550 + VAT for Transmission costs

and £32.50 per month + VAT for the SIM cards. Total = £3703 + VAT and an annual cost of £390.

- b) *Changing Places funding available – discuss* – the Committee looked at the details of the funding being made available by Government to provide specialist toilet/changing facilities in conjunction with Muscular Dystrophy UK. It was agreed that this is probably aimed more at public facilities such as airports or large shopping centres and not really appropriate for Ludgershall.
- c) *Need volunteers to tidy up the storage cupboard* – Admin read out the email that the Clerk had sent asking for a volunteer to list what LTC own in the cupboard and to get rid of anything not needed etc. This is so the new Contractor can access the cupboard after Beechfields have removed their items on 31<sup>st</sup> March 2021. No one was happy to volunteer and it was suggested that whatever is left after Beechfields have removed their items can be placed at the back of the cupboard and the new Contractor can work around it as it is an LTC store cupboard and they need to have certain items in there such as salt/grit, traffic cones etc.
- d) *Voting required for proposed Toilet lighting solution – discuss quotes from ElectrIT* – the committee discussed the options provided for the lighting as there had been complaints that the lights do not come on quickly enough upon entering the building. Three options were provided. Duncan recommended the cheapest – Option 3 at a cost of £173 + VAT. After a discussion Cllr J Langley proposed that they proceed with Option 1 at a cost of £859 + VAT as it will significantly reduce the electricity bill moving forward. Cllr M Giles seconded, all in favour. ElectrIT to be instructed once agreed at Finance & Policy.

**026-20/21: 7. Cemetery - water supply needs to be put on – volunteer required.** Cllr N Allingham kindly agreed to do this by 1st April 2021 and will obtain the keys and tools from the Clerk. Cllr M Giles also offered to assist him.

*a) Garden of Remembrance fencing quote update* – Admin advised that getting quotes has proved very difficult especially during lockdown and this will be updated again next month. The Cllrs advised that another Cllr had recently had a new fence so it might be worth asking them for details of who carried out the work and/or if they know someone who can make and install a metal fence.

*b) Burial fees revision – agree new fees for 2021* – The Committee looked at the current Burial fees and at the revised Parochial fees for 2021. Cllr J Langley proposed that the fees remain the same for 2021/2022, Cllr M Giles seconded, all in favour. Admin to update the document and it will be passed to F&P for agreement, then onto FTC.

*c) Gravedigger Rules and Regulations* – proposed new document including material types permitted – discuss and agree – Admin had issued the proposed new document to the Cllrs prior to the meeting. The material types have not been added onto this document as it is not the correct place for it but will be discussed at the next meeting. All Cllrs were in favour of the new wording which will be passed to Finance and Policy for agreement then onto FTC for ratification.

**027-20/21: 8. Town planters and flower beds around War Memorial** – Admin had asked Cllr J White and former Cllr O White if they would be willing to assist with the purchase of plants and planting of the Town planters and flower beds around the War Memorial and they kindly agreed to do so. Cllr V Dixon was also asked but is unable to assist this year. Cllr J Langley proposed that a budget of £300 be made available for this and all Cllrs were in favour. The watering of the plants was also discussed and it was agreed that an alternative solution needs to be looked at. Cllr J White and O White have agreed to water the plants for the first few weeks to get them established but after that there needs to be a plan for the summer months. Admin to send email to request the plant order and thank them very much for their kind offer.

**028-20/21: 9. Small works contract renewal due 1/6/2021 – discuss specification proposed by Clerk and agree** – The Committee had been sent the proposed document and suggested adding in the watering to the contract. This could be specified as being weather dependant, but that the

plants needed to be watered in some way every 2 days as a minimum. No other comments were made – Admin to notify the Clerk to add it in.

**029-20/21:** 10. Anti-social behaviour – reports – There have been no reports of anti-social behaviour since December 2020.

**030-20/21:** 11. Agenda Points to be discussed next month – Wooden benches from the Recreation Ground.

There being no further business to discuss the meeting was closed at 7.45pm.

The date of the next meeting – 20<sup>th</sup> April 2021.

Signed.....

Date.....