

LUDGERSHALL TOWN COUNCIL



Minutes of the Allotments, Cemetery & Car Park committee held on Tuesday 18th February 2020 in the Town Council Office at 7.00pm.		
Present:	Cllr J Langley in the Chair	Cllr J McConnell
	Cllr O White	Cllr N Allingham
	Cllr C Giles	Cllr AKJ Pickernell
	Cllr B Dance	Cllr M Giles
	Cllr B Cordery	
	<u>Agenda Item</u>	<u>Action</u>
083/19-20	1. Apologies – none.	
084/19-20	2. Declaration of Interest - none	
085/19-20	3. Minutes of previous meeting held 21/01/2020 – The minutes were ratified at FTC on 11 th February 2020. Cllr J Langley read out an email from the CCTV company proposing a solution to the current issues with viewing footage remotely. The suggestion is to fit wireless bridges at no extra charge to LTC. They will then leave them in situ for a certain period of time to check they work and if satisfactory they will come back and decommission the CSL units and cancel the subscription to them. The suggested date to come and fit the wireless bridges is Tuesday 25 th February 2020. Cllr J McConnell proposed that LTC go ahead, Cllr B Dance seconded, all in favour for a 3-month trial. Admin confirmed that the remaining PC moves still need to be completed by Hightrees and it is proposed that there will be a separate PC for viewing CCTV footage only. Admin also clarified the work carried pertaining to the previous Hightrees invoice paid after the previous FTC meeting. Admin to advise the CCTV company by email.	Admin
086/19-20	4. Allotments – Rialtas software package – discuss – Admin advised that she has had an online tutorial demonstrating the software package available. She explained the benefits of the package and the time that would be needed to put all the information onto the system. The Committee discussed and Cllr J Langley proposed that LTC do not purchase the package at present, Cllr C Giles seconded, all in favour with one abstention. The benefits of a more detailed inspection sheet were discussed and the office will produce new checklist for the next meeting. i) Bell Street – all plot measurements taken and added to spreadsheet – Cllr N Allingham had taken all the plot sizes and passed them on a spreadsheet to the office. Cllr J Langley thanked Cllr N Allingham for taking the time to do this. a) Update on new allotments rented and waiting list – Cllr Langley read out the report prepared by the Admin Assistant; no plots re-let, no-one giving	Admin/Clerk

	<p>up plots, one plot is vacant (see separate agenda item – Plot 39) and no evictions. There are 2 people on the waiting list with 1 refusal each. b) Reports of rats/allowing ponds for ducks – Admin advised that having spoken to a pest control expert, he has confirmed that rats are not attracted primarily to water; their primary need is food. The Committee discussed and asked Admin to advise the tenant who has emptied their ponds (for ducks) that they can be re-filled again. c) Plot 31 – while taking measurements of plots it was noted that chickens are being kept in a rabbit hutch. The Clerk emailed the tenant to advise that animals must be kept in accordance with the current animal welfare rules and regulations. No response has been received. The Committee will arrange for someone to check the conditions again asap. d) Plot 39 – Admin had emailed the Committee a lengthy report advising what has happened with the plot since the end of Sep 2019 when the previous tenant was evicted. Basically, it is in a poor condition and no-one wants to take it. Admin asked if it should be cleared and offered back to the person who was offered it as a second plot. The Committee asked Admin to write to the person evicted and give them until 1st March to remove their items or they will be disposed of and they will be sent a bill for the removal costs, all in favour. Committee asked for clearance on 2nd March; Admin to send letter by Recorded Delivery and arrange clearance by the local waste removal contractors (quoted for a different plot at £160). Committee happy with this cost or lower. ii) Dewey’s Lane – all plot measurements taken and added to spreadsheet – Cllr N Allingham had taken all the plot sizes and passed them on a spreadsheet to the office. Cllr J Langley thanked Cllr N Allingham for taking the time to do this. a) Update on new allotments rented and waiting list – Cllr Langley read out the report prepared by the Admin Assistant; no plots have been re-let, no plot holders giving up plots, no evictions and one person on the main waiting list. Plot 34 – burn of waste has been delayed due to the weather. The plot measurements are on the map in the office. The Tenant needs to sign the tenancy agreement and the new padlock key that was taken away to get a copy cut. Admin to chase up. b) Quote to clear rubbish on Plot 17 – Admin advised that there is a large pile of rubbish in front of the allotment shed. This has been added to by other plot holders. The Committee were all in favour of instructing the local waste contractor who had quoted £160 for the removal of the items. However, they would like collection combined with Plot 39 so asked Admin to arrange both collections (if needed). c) Admin also advised that she has written to the tenant who has a bird feeder on their plot to ask them to stop feeding the birds as it is attracting rats. The reply received was polite and asked to continue feeding them until the end of Spring. The Committee agreed this was OK and asked Admin to reply accordingly.</p>	<p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Admin</p>
<p>087/19-20</p>	<p>5. Jubilee Garden – need planning info re: front hedge from Wiltshire Council or Archive – Admin advised that the Wiltshire Council Planning Application system has been down for over 2 weeks. Cllr O White advised he believed that a hedge was part of the original Planning agreement (back</p>	

	in 2001/2002) however if it needs to be removed for Security purposes then LTC should go ahead and do so. Admin advised that quotes had been obtained previously and the Committee had already voted which contractor to use. Cllr J Langley proposed the hedge removal, Cllr B Dance seconded, all in favour. Admin to instruct.	Admin
088/19-20	6. Car Park/Toilet – a) Electric box/Unit for Christmas Lights requires attention – update – Cllr J Langley advised the Committee that the office have instructed the Electrical Contractor however he has been away on holiday – a chaser will be sent to get a date booked in. Cllr J McConnell also advised that the lights in the public toilets appear to be on 24/7 – Admin to ask the Contractor to check this as well. b) Car Park barrier repair complete – all agreed that a great job has been done.	Admin
089/19-20	7. Cemetery – a) Tree planted in Row 3, Plot 9 – Cllr J Langley presented the Committee with a photo showing that an enormous Leylandii is growing in the headstone border. This needs to be removed as the roots will prevent further interment and Admin will write to the Grant owner to advise. b) Claiming costs under Children’s Funeral Fund – Admin advised that following the recent Government changes and the amendment to LTC rules, the first claim is ready to be sent off. Committee agreed the fee to be claimed – Admin to send. c) Photo to be approved for a headstone – Cllr J Langley showed the proposed photo and wording – the Committee agreed all OK – Admin to advise the Stonemasons. d) Quote for maintenance of graves received – a quote for £622.28 + VAT has been received from the Grounds Maintenance Contractors to level 22 graves in the cemetery. All in favour of getting this done – instruct Contractor once agreed through Finance.	Admin Admin Admin Admin
090/19-20	8. Anti-social behaviour reports – Cllr J Langley advised that there have been no reports made since the last meeting.	
091/19-20	9. Agenda Points for Next Month – none	
	Cllr J Langley advised that the plot inspections will begin in March and while she is willing to go every month, she would like everyone else to take turns to go with her. Everyone agreed a month – Admin to type up schedule and email out.	Admin

There being no further business to discuss the meeting closed at 7.35pm. The date of next meeting will be **Tuesday 17th March 2020.**

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