

LUDGERSHALL TOWN COUNCIL



Minutes of the Allotment, Cemetery and Car Park Committee meeting held on 18th January 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

011-20/21: 1. Apologies – Cllr B Cordery. The Committee resolved to accept these and record under the LGA 1972 Section 99 and Sch 12 para 40.

012-20/21: 2. Declaration of Interest – none.

013-20/21: 3. Minutes of previous meeting held 18/08/2020 – ratified at FTC 07/09/2020. No comments were made.

014-20/21: 4. Allotments – Cllr J Langley will commence inspections in March 2021 and invited Cllr CA Moore to join her to do this as a new member of the Committee.

i) Bell Street

a) Update on new allotments rented and waiting list – Cllr J Langley advised that one plot has been re-let and there are 4 other empty plots waiting to be re-let. There are 13 people waiting for a new plot at present (7 of whom are also on the Dewey's Lane waiting list). 5 tenants are on the waiting list for a second plot.

b) Renewals update – All plots to be renewed for 2021 have been paid except for one that is in hand.

c) Gates open behind bollard – Admin showed a photograph of the vehicle entrance gate open behind the bollard entrance. Cllr M Giles advised it makes no odds as vehicles still cannot access the site, which is why the bollard is locked into position. No action required.

d) Wheelie bin by entrance – Admin showed a photograph with a wheelie bin placed just inside the entrance at the Biddesden Lane end. No one thinks it is LTC's so it will be put back onto the road for WC to collect.

ii) Dewey's Lane –

a) Update on new allotments rented and waiting list – 2 new plots have been re-let and there are 14 people on the waiting list (7 of whom are also on the Bell St waiting list). 2 people are waiting for a second plot. Cllr M Giles advised that the vehicle entrance gate has remained open despite it being winter and vehicles are still going in and parking. He will collect a key from the office and go and close the gate.

b) Renewals update – All plots to be renewed for 2021 have been paid.

015-20/21: 5. Jubilee Garden – remains closed following a spate of ASB. The Committee agreed it should remain closed for the time being.

016-20/21: 6. Car Park/Toilet –

- a) [ANPR camera quote update](#) – A quote has been obtained to update the CCTV system and install an ANPR camera in the car park. Only Premier Fire Security (existing providers) have quoted so far and as LTC need more quotes will have to wait for more to come in to be able to decide how to proceed. Admin explained the difficulty in finding local companies that offer CCTV systems – a quote is currently awaited from Roland Security in Andover and this will be chased again.
- b) [Wallgate Service Contract renewal](#) – the Committee had been sent the Service Contract renewal quote for £552.08 for the period 1/2/2021 – 31/01/2022. Cllr B Dance proposed this is accepted, Cllr C Giles seconded, all in favour. Admin to arrange for contract to be signed and returned to Wallgate.
- c) [Chemical signs needed for door and arrange Fire Service visit](#) – The office are in the process of arranging for the necessary signs to be made and put up and will contact the local Fire Service to visit and take a look once the agenda point below has been actioned.
- d) [Need volunteers to tidy up the storage cupboard](#) – no one agreed to do this while we are in lockdown – to be picked up again/at next meeting.
- e) [Quote received from Beechfields to clear out gutters – discuss](#). The Committee had been sent the quote for £45.00. This was proposed for acceptance by Cllr M Giles, seconded by Cllr B Dance, all in favour. Admin to instruct Beechfields to proceed.
- f) [Beechfields contract renewal date](#) – Details of the contract renewal due on 1st April 2021 were shown to the Committee. Due to LTC precept increasing to over £200K, all contracts over £5K in value must be put out to tender and publicised on the website. The Committee would like it to be a 2-year contract with a clause to review after 3 months. They would also like a 3-month notice clause either way for the duration of the contract. This was proposed by Cllr M Giles, seconded by Cllr B Dance, all in favour. Admin to pass information to the Clerk to amend and send out/advertise accordingly. Cllr B Dance also advised that Dan has reported that the urinals need unblocking again – Admin to contact company previously used.
- g) [Complaint re: toilet lighting – discuss](#) – Admin advised that an email has been received from Beechfields reporting that a local delivery driver complained to him that the Toilet lighting is insufficient (the sensors take too long to trigger the lights to come on) and that the Car Park is too dark (the floodlight is not working again). Admin showed the Committee the email that has been sent to ElectrIT to ask for the power supply to be checked to the floodlight (if the unit has blown, we will ask AJK to come back and replace again as these units should last 5 years or more and this will be the third time it has stopped working in 2 years) and to ask for a quote for a new internal lighting system using LED fittings.

017-20/21: 7. Cemetery

- a) [Garden of Remembrance fencing quote update](#) – Admin advised that she has managed to find another company in Andover to quote for this and it is currently awaited.
- b) [Complaint re: Garden of Remembrance](#) – Admin showed an email received before Christmas from a relative of someone whose ashes are interred in the Garden of Remembrance and the reply sent from LTC. All points raised were discussed and the Committee agreed that the placing of the stones can be re-considered once the size of the Garden has been increased (the entire right-hand side of the Cemetery is consecrated) but there is nothing that can be done about the existing plots/spacing. Cllr M Giles will go and check that none of the graves are facing the wrong way (as has been intimated). Admin confirmed that Gavin Jones is currently responsible for maintaining the Garden of Remembrance as it is within the Cemetery and a request will be made to ask them to tidy it up as best as they can.

c) Documentation required for burials/living owner for each grave/Grant of Right to erect a Memorial – discuss – Admin advised that she had attended a course recently that has highlighted that LTC should be recording a living owner for every grave in the Cemetery and Garden of Remembrance. This has not been done historically but will be done moving forward. Admin advised that she will be asking for volunteers to help with the large project of all the existing graves. Also, LTC can consider if they wish to charge for and issue a separate Grant of Right to Erect a Memorial – this will be bought back to future meetings.

d) Cemetery of the Year Awards – The Committee were asked if they wished to enter this competition? Cllr J Langley proposed that they do not enter, Cllr C Giles seconded, all in favour.

018-20/21: 8. Anti-social behaviour – reports – Admin showed the Committee the reports since the last meeting – there was an empty drug bag found in the Car Park at the end of August and in December 2020, both were reported to the Police.

019-20/21: 9. Agenda Points to be discussed next month – none.

There being no further business to discuss the meeting was closed at 7.52pm.

The date of the next meeting – 16th February 2021.

Signed.....

Date.....