

LUDGERSHALL TOWN COUNCIL



Minutes of the Allotments, Cemetery & Car Park committee held on Tuesday 21st January 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	

	<u>Agenda Item</u>	<u>Action</u>
074/19-20	1. Apologies – from Cllrs B Cordery and Cllr M Giles. The Committee resolved to accept these apologies and they will be recorded under the LGA 1972 Section 99 and Sch 12 para 40.	
075/19-20	2. Declaration of Interest - none	
076/19-20	3. Minutes of previous meeting held 17/12/19 – The minutes were ratified at FTC on 14 th January 2020. Cllr J Langley advised the Committee that if the Rialtas Allotment system package is to be purchased then the measurements of every allotment must be taken soon, which is a big job. She asked for volunteers so this can be arranged in due course.	
077/19-20	<p>4. Allotments – i) Bell Street - a) Update on new allotments rented and waiting list – Cllr Langley read out the report prepared by the Admin Assistant; 2 plots have been re-let, another 1 is available which has been offered to the person at the top of the additional plot waiting list. 2 people are on the main waiting list, but both have had one refusal due to no response when offered plots. Cllr J Langley confirmed that the Road Closed sign has been placed on the vehicle entrance gate.</p> <p>ii) Dewey’s Lane – a) Update on new allotments rented and waiting list – Cllr Langley read out the report prepared by the Admin Assistant; 2 plots have been re-let. 1 person is on the waiting list. Cllr J Langley read out an email from a new plot holder who wasn’t happy with the strimming that had been carried out on the plot (at their request). The Committee discussed and provided a response for Admin to email back to the tenant. The fence has been completed on Plot 34. Admin advised the invoice has been received for £3640 exc. VAT. The Committee would like this to go through the Finance Committee before payment is made. b) Allotment hut – The Garden Club has reported that the shed door has dropped which has been reported to LTC as Landlords. Having checked the Tenancy Agreement, the responsibility for maintenance lies with the tenant. Admin to advise the Garden Club accordingly (a copy of the tenancy agreement had already been emailed to them). c) Rats reported – It has been reported that there</p>	<p>Admin</p> <p>Admin</p> <p>Admin</p>

	are rats on Dewey's Lane allotments. The resident Rat expert has been and had a look and advised that there is a bird feeder on one of the plots that appears to be encouraging vermin. Admin to establish who this belongs to and contact them to ask them to remove it.	Admin
078/19-20	5. Jubilee Garden – nothing to report.	
079/19-20	6. Car Park/Toilet – Cllr J Langley advised that the barrier repairs are being carried out on 23 rd January and 29 th January 2020. Admin advised that the Service Contract for the hand washer/dryer units is up for renewal at a cost of £268 exc. VAT for each unit for the period 1/2/2020 until 31/01/2021. A total of £536 exc. VAT to be agreed through the Finance Committee. All in favour of the Clerk signing the new agreement. a) Electric box/Unit in Car Park – the Civic Events Committee asked for the box to be looked at due to the problem with the Christmas Lights. The Committee asked Admin to instruct the Preferred Electrical Contractor. Cllr O White reported that there had been an incident in the Car Park which prompted a discussion about the CCTV system. Admin advised that the IT Contractor is going to move the old PC's in the office and one will be specifically used for viewing CCTV. Admin to chase up both Premier and Hightrees to get this resolved.	Clerk Admin
080/19-20	7. Cemetery – The Committee considered a written request from a resident who attends 2 graves in the Garden of Remembrance. It asks for permission to turn around the two memorial stones in question to face the walkway (they would be facing the rear hedge as opposed to the entrance gate). The purpose of this is to prevent leaning over the front grave to tend to them. The Committee discussed and while appreciative of the comments made, feel that they cannot agree to the request due to the number of memorials already present. Admin to send a reply. There was also a note popped through the office door advising that the Cemetery Garden tap isn't working. No contact details or name were left so it is not possible to reply, but the water supply is turned off during the winter months to prevent pipes freezing and bursting. Finally, Admin advise that the Grounds Maintenance Contractors have provided a quote for the clearance of arisings from St James's Church for the year at a cost of £209.98 + VAT. All in favour of accepting the quote, Admin to advise Contractor once agreed through the Finance Committee and reply to Churchwarden.	Admin Admin
081/19-20	8. Anti-social behaviour reports – Cllr J Langley advised that there have been no reports made since 17 th December 2019.	
082/19-20	9. Agenda Points for Next Month – Plants - £250 budget to be agreed through Finance prior to next meeting. Cllr V Dixon has kindly agreed to continue to assist Cllr O White with the planting.	Admin

There being no further business to discuss the meeting closed at 7.55pm. The date of next meeting will be **Tuesday 18th February 2020.**

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