

LUDGERSHALL TOWN COUNCIL



Minutes of the Full Town Council meeting held on 11th August 2020 at the Memorial Hall, Ludgershall at 7pm.

Present: Cllr M Giles (Chair), Cllr B Cordery, (Vice-Chair), Cllr N Allingham, Cllr O White, Cllr J White, Cllr A Pickernell, Cllr M Williams, Cllr J Langley, Cllr V Dixon, Cllr CA Allan, Cllr B Dance.

Representatives: None

Public: 2 x members of the public attended the meeting

AGENDA ITEM

Before the meeting started Cllr M Giles requested that those present to stand for a minute's silence in memory of former Town Councillors Roy Mayer and Win Dixon who both sadly passed away during the time since the last meeting was held. This was observed.

001-20/21: 1. Confirmation of no change to leadership of the Full Council, committees, and representation with external bodies – following Governments override of these elections till May 2021 – The Councillors agreed that the current structure of Ludgershall Town Council (LTC) will remain in place until next May (2021), in line with Government guidelines.

002-20/21: 2. Apologies – Cllr C Giles and Cllr D Downie. The committee resolved to accept the apologies from and record under the LGA 1972 Section 99 and Sch 12 para 40.

003-20/21: 3. Declaration of Interest – Cllr N Allingham in item 31.

004-20/21: 4. Declaration of Acceptance forms & Register of Interest forms – The Clerk advised that all forms have been received and thanked the Councillors. Any necessary updates have been made.

005-20/21: 5. General Public – Questions. No questions were raised.

006-20/21: 6. Casual Vacancy – Phil Burgon offered the following reasons for wanting to become a Town Councillor:

I am passionate about the town my wife and I live in; I am keen to be part of the Council in order to help to shape the Town's future as well as maximise the benefit it provides for its residents. I am not afraid of hard work and am keen to expend my efforts on the worthy cause, which is making Ludgershall the best town it can be. I am known for my practical approach to problem solving and am very keen to apply this skill to supporting the Council's work. I have previously served as a Ludgershall Town Councillor.

Cllr O White proposed that a secret ballot take place, which was seconded by Cllr J White. The votes were counted by the Clerk and with 8 votes for and 3 against Phil Burgon was voted onto Ludgershall Town Council. The Clerk asked him to sign a declaration and he took his socially distanced seat at the table.

- The remaining member of the public left the meeting at this point.

007-20/21: 7. Chairman's Report – Cllr M Giles advised that due to lockdown there is nothing to report to the Council.

008-20/21: 8. Police Report – the report had been circulated to the Committee prior to the meeting. During July in Ludgershall there were 3 burglaries, 1 drug related incident, 2 assaults, 1 public order offence and 2 incidents of anti-social behaviour. No comments were made.

009-20/21: 9. NTG Report –Cllr AKJ Pickernell advised that there is nothing to report due to Covid-19 as no meetings have taken place.

010-20/21: 10. St James Church Report – Rev. Tim Laundon had sent apologies that he was unable to send in a report as he is on holiday. He will update everyone next month.

011-20/21: 11. 26 Engineer Regiment Report – The following report from WO1 Elliott had been circulated to the Councillors with the agenda: *“Firstly, we hope that the community of Ludgershall have been keeping well and working together through these unprecedented times. This has been a challenging few months for so many around the world, learning a new way of living and working to move forward. The Regiment have been dispersed working from early April, learning new ways of operating and communicating – mostly from our home locations around the UK. Which as you can imagine, brings its own challenges. Whilst it has been fantastic to see our wives and children more regularly, there are a lot of soldiers wanting to come back to camp to escape the ongoing garden duties and home improvements! As a people organisation, we have really missed our day to day contact with soldiers and officers. On operations we live and fight side by side and so we get to know our people well. From our dispersed locations, we have had to adapt and use other platforms to communicate – I am sure you are all familiar with the positives and negatives of Zoom! This forced the older members of our Regiment to adapt even quicker than the younger generation.*

Of course, we were sad not to be able to celebrate VE day at Ludgershall. It is always great to parade in the Town and be part of the community. This year, we celebrated with our families at home, which was also a nice experience, preparing flags and decorating our gardens to mark the historic event – remembering the sacrifices people made before us. We are planning to celebrate Remembrance this year, in a much smaller scale to conform with social distancing – the Bugler has been booked and I will be in touch to see how we can make it work for us all. Our soldiers and officers return from dispersed working in September, ready to start again and prepare for operations. We are really looking forward to getting back to the community at Ludgershall and when it is safe to do so, start to have more of a military presence within the community. We wish you all a very safe month ahead and hope that we can see you all very soon.”

No further comments were made.

012-20/21: 12. Garrison Engagement Report – the Clerk issued a very brief report to the Councillors from LtCol Nick Turner at the beginning of the meeting: *“The workforce have been dispersed during lockdown and there are “return to work” plans in place prioritized by Operations and commitments. Most soldiers are currently on leave. An award has been made to Tony Pickernell – a Lord Lieutenant Certificate – which will be awarded later in the year.”* The other Councillors congratulated Cllr AKJ Pickernell who advised the event is scheduled to take place in October.

013-20/21: 13. Wiltshire Council Report - The following report from Wiltshire Councillor Christopher Williams had been circulated to the Town Councillors with the agenda: *“Can I start off by giving my apologies for not being with you this evening, but I am following the advice given regarding the number of attendees at this meeting. Under normal circumstances I would be reading out the Parish Statement from Wiltshire Council Leader and Cabinet Members but I’m sure you will appreciate that this will not be the case this year. Wiltshire Council has met the challenge brought by the Covid-19 pandemic with new and different ways of working, staff have been redeployed into new roles, home working and virtual meetings became the new norm. Now the emphasis is moving from the lockdown to the recovery phase and building on the lessons learnt. The practical response from the community groups has demonstrated their enormous potential to deliver if the issue is important to them and a stronger relationship has formed between community, public sector and VCS. Locally, informal meetings involving the 3 sectors have been taking place and this has now led to the formation of the Tidworth Community Area Recovery Group. This group will now look at how we can aid recovery locally with emphasis placed on economy, health and wellbeing, care and safeguarding*

and community resilience. I will be chairing these meetings and I hope members of Ludgershall TC will become part of the team taking this forward with the next meeting planned for the week commencing 21 September. Area Boards will hopefully start in September, grant funding is still available for community projects. I'm sure you will all agree that it is a lot more pleasant to drive the length of Andover Road now that the potholes have been filled in. Total resurfacing is scheduled for 2021, but this will depend on Wiltshire Council finances. We have seen our new revised refuse collection commence earlier in the year. There were a few issues, but I believe the majority of households had their bins emptied on the due date. Finally, I would like to take this opportunity to thank the many individuals and community groups who have given their time and resources freely, working together to support our community during these difficult and unusual times. There are a lot of lessons to be learnt from this and we will come out of this a more resilient community." No further comments were made.

014-20/21: 14. Memorial Hall Committee Report - the report had been circulated to the Committee prior to the meeting: "*Ludgershall Memorial Hall meeting – Report from Cllr N Allingham Held 13th July 2020 @7pm. The meeting was called to talk about the reopening of the hall, Covid 19 guidelines were used and all members sat at least 2m apart and used a one-way system to enter and exit the hall.*

- *Beechfield Cleaners attended the meeting to say that as from today he would no longer be cleaning the hall and would be stopping cleaning all halls in the area.*
- *If all conditions have been met and a safe system is in place, then the hall is looking to reopen on 1st Aug 2020.*
- *Some of the conditions are listed below; Hall covid 19 risk assessment, Hall user covid 19 risk, assessment, Cleaning to be completed after every booking by a contractor, No one over the age of 70 can use the hall (Hall insurance rule), A maximum of 30 people can use the Hall (Hall insurance rule), The kitchen will no longer be available for hire or to be used*
 - *The Secretary is looking for a new cleaning company*
 - *The cost of the clean after use will be added to the booking cost*
 - *The Secretary is painting the stage*

Meeting closed"

No further comments were added by the Councillors.

015-20/21: 15. Minutes of the previous meeting held 10/03/20 – these had previously been circulated to the Councillors. Cllr M Giles proposed that these be accepted, Cllr B Cordery seconded, all in favour.

016-20/21: 16. Correspondence – Cllr M Giles read out the section from the new Parish Magazine written by Rev Tim Laundon which makes particular reference to and gives thanks to all those in the Community who volunteered with the Prescription Delivery Service. A special thanks was offered to the Ludgershall Town Clerk - Karen Allingham, who helped to co-ordinate the volunteers daily from the end of March until the end of July alongside Lynn Taylor the Garrison Welfare Officer in Tidworth. He also thanked LTC for the £2000 Grant awarded so that the emergency needs of residents could be covered and volunteers' expenses paid. Cllr M Giles also informed the Council of the resignation of Cllr CD Allan but that he has still offered to help with LTC events. He advised that a thank you letter has already been sent out and the Clerk confirmed that Wiltshire Council have been informed and the relevant Notice of Vacancy will be displayed by Friday of this week.

017-20/21: 17. Committee Reports

Extraordinary Meeting 10/03/20 - minutes have been circulated; Cllr B Cordery proposed the minutes, Cllr B Dance seconded, the committee resolved to accept these minutes as true and accurate, under the LGA 1972 Section 99 and Sch 12 para 41, **Planning 12/03/20, 17/04/20 & 24/07/20** – minutes have all been circulated; Cllr V Dixon proposed the minutes, Cllr N Allingham seconded, the committee resolved to accept these minutes as true and accurate, under the LGA 1972 Section 99 and Sch 12 para 41 **& Finance & Policy held 29/07/2020** have been circulated Cllr M Williams proposed the minutes, Cllr N Allingham seconded, the committee resolved to accept these minutes as true and accurate, under the LGA 1972 Section 99 and Sch 12 para 41.

018-20/21: 18. LTC Investment Strategy & recommendations of Finance to FTC for investing – the Clerk had issued the proposed Investment Strategy for adoption by the Council. Cllr V Dixon proposed, Cllr J White seconded, all in favour: Office to action accordingly. The report includes a recommendation from the Finance and Policy Committee to invest £150K in the CCLA Public Sector Deposit Account. This was discussed by the Council and proposed for agreement by Cllr V Dixon, seconded by Cllr J White, all in favour. Clerk to arrange the transfer of funds in due course.

019-20/21: 19. Bills for Payment – these were circulated to the Councillors prior to the meeting. A question was raised and the Clerk confirmed that the reason Hightrees are paid each month for the Microsoft Accounts is to enable access to LTC email addresses. To date 4 Councillors have still not returned their signed policies to enable the Clerk to issue the Council email addresses to them. The tablets need re-visiting and this will be made a priority over the coming weeks. Payment of the invoices was proposed by Cllr M Williams, seconded by Cllr J Langley, all in favour. Office to make payments.

020-20/21: 20. Grants – Castledown FM – A Grant application for £3K had previously been made by Castledown FM and the Council had requested a letter of commitment from them; this was received from John Sparrow, Vice-Chairman and read out at the meeting. Cllr O White advised that he is fully supportive of a local radio station. Cllr M Giles advised that he had a slot on the “Talk of the Town” show last week and prior to lockdown always went on a Monday morning the week after a Full Town Council meeting to give an update. Cllr AKJ Pickernell proposed this be paid advising that they are an asset to the Emergency Committee as LTC could use the station for important messages/advertising if needed, Cllr J White seconded, all in favour. Clerk to make payment.

021-20/21: 21. Internal Audit Report to 31/03/20 – This had been circulated and there were no recommendations. Cllr M Giles asked that thanks be recorded to the Clerk for the hard work done.

022-20/21: 22. Year End Accounts Report to 31/03/20 – This had been circulated – no comments were made.

023-20/21: 23. Resolution to adopt the latest Asset/Risk Register - This had been sent to the Councillors prior to the meeting – no comment was made. Cllr J Langley proposed adoption of the Resolution, Cllr B Dance seconded, all in favour. Signed by Chairman and Clerk.

024-20/21: 24. Resolution to adopt the Annual Governance Statement 2019/20 in the Annual Return - These had been circulated – no comment was made. Cllr CA Allan proposed the form is signed, Cllr B Cordery seconded, all in favour. Cllr M Giles countersigned the form ready to be sent off by the Clerk.

025-20/21: 25. Resolution to adopt the Accounting Statement 2019/20 in the Annual Return - This had been circulated – no comment was made. Cllr J Langley proposed adoption of the Resolution, Cllr N Allingham seconded, all in favour. Signed by the Chairman and Clerk.

026-20/21: 26. Remembrance Sunday Road Closure – The Clerk advised the Councillors that a decision needs to be taken as to whether to apply to Wiltshire Council for the Road Closure (this is normally done by mid-August). The road management company have had this booked in since the start of the year and their advice is to carry on and plan the event as usual, but be aware that things could change depending on restrictions etc and maybe allow slightly longer on the road closure times (this could be a problem with the local bus companies). The advice from the RBL website is that they plan to make a decision in early autumn but Cllr Allan advised that there will be no individual poppy vendors this year, no parades for the over 70's, and a minimal number of wreaths will be laid. St. James's are looking into how to facilitate this; even if the service is held entirely outdoors with the necessary social distancing restrictions in place (if applicable at that time). WO1 Marc Elliott of 26 Engineers has already confirmed that they are planning on having small numbers attend and having a small parade – details to be confirmed over the coming weeks. A discussion took place and the Councillors agreed for LTC to start the process for the Road Closure as it can be cancelled if necessary. The Road Management Company advised that there may be charge if cancellation is made the day before the event, but not if a few weeks before. Cllr M Williams suggested that maybe an event could be held on the Rec as it is much larger and could incorporate better social distancing – to be discussed further. Office to start the process for the road closure.

027-20/21: 27. Confirmation of Insurance Cover & Premium (renewed 1st June 2020) in respect of all insurable risks – The Clerk advised that the Insurance policy was renewed during

lockdown; Councillors had made no comments during the cooling off period and the premium had been paid.

028-20/21: 28. *New Policies/protocols; Lone Working Policy & Remote Meeting Protocol.* The Clerk had issued the 2 draft policies prior to the meeting and these had already been agreed through the Finance and Policy Committee. The Lone Working policy was proposed for adoption by Cllr CA Allan, seconded by Cllr V Dixon, all in favour. The Remote Meeting policy was proposed for adoption by Cllr B Dance, seconded by Cllr V Dixon, all in favour. Office to put on website.

029-20/21: 29. *Community Building – update and discussion regarding structural survey and costs* – the Clerk advised that the report has been received from the structural engineer. Cllr N Allingham had read the report and prepared a spreadsheet detailing all the likely costs and updated the Council with the findings; the total cost to renovate the building fully over the next 15 years is £112K, however the life expectancy given in such reports is often underestimated. The life expectancy of the roof has been estimated at 10-15 years, but it could well remain sound for 25-30 years and the cost for that alone is given at £50K. The Council discussed this and Cllr M Giles requested that a separate meeting be set up to solely discuss this further and the whole Council should be involved. Clerk to set up meeting and send any remaining information out by email.

030-20/21: 30. *Parnham’s Covenant* – the Clerk advised that as previously discussed with the Planning Team that a meeting with Stonewater to talk about the covenant and planning application can be set up as a remote meeting. Councillors who wish to participate were requested and the following Councillors volunteered: Cllr O White, Cllr N Allingham, Cllr P Burgon, Cllr M Williams, Cllr B Dance, Cllr M Giles, Cllr A Pickernell & Cllr J White. A discussion then ensued in relation to the covenant and the Clerk confirmed the position of LTC’s Valuers – that they had recommended that our Solicitors seek Counsel, the fee for which will be £1500. Cllr B Dance proposed that the fee is paid, Cllr N Allingham seconded, all in favour. Clerk to instruct the Solicitors to seek Counsel.

Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.

031-20/21: 31. *Office Staff Hours* – Due to the increase of the Town over the last 4 years, the hours that the office require to be able to cover the work needs to be increased also. F&P put forward a solution of staff hours increasing to 70 per week (35 for each member of staff) from the 1st August for a trial of 6 months. This would give 3 months to catch up from lock down and 3 months of working the hours normally and then we can reassess what hours the office needs at the end of the trial. The Committee discussed at length; Cllr M Giles proposed this solution, Cllr A Pickernell seconded, all in favour.

032-20/21: 32. *Agenda Points for next month* – none.

There being no further business to discuss the meeting was closed at 8.36pm.

Signed.....

Date.....