

LUDGERSHALL TOWN COUNCIL



Minutes of the Full Town Council meeting held on 8th December 2020 at 7pm, remotely using Microsoft Teams.

Present: Cllr M Giles (Chair), Cllr B Cordery, (Vice-Chair), Cllr M Williams, Cllr N Allingham, Cllr J White, Cllr C Giles, Cllr J Langley, Cllr V Dixon, Cllr CA Allan, Cllr B Dance, Cllr P Burgon, Cllr D Downie, Cllr CA Moore

Representatives: Cllr Christopher Williams, Wiltshire Councillor, WO1 RSM Marc Elliott – 26 Engineer Regiment, LtCol Nick Turner – Garrison Engagement, Rev. Tim Laundon – St. James’s Church, Mike Dunning – St. James’s PCC

Public: At the start of the meeting 1 member of the public attended the meeting

AGENDA ITEM

054-20/21: 1. Apologies – Cllr A Pickernell. The committee resolved to accept the apologies and record under the LGA 1972 Section 99 and Sch 12 para 40. The Clerk advised that Cllr D Downie would be joining the meeting slightly late as soon as he has finished work.

055-20/21: 2. Declaration of Interests – none.

056-20/21: 3. Prior to co-option, agreement of LTC to accept any applicants that are successful to join the meeting as a voting Cllr, ensuring the appropriate paperwork is signed asap. Cllr M Giles advised all Cllrs that although there are two vacancies for co-option and two applicants, they do not have to fill both vacancies. All 12 Cllrs voted to proceed as proposed.

057-20/21: 4. Co-option – applicants are in Microsoft Teams waiting room and will be asked to join after voting is completed – The Application forms received from the two residents wishing to be Co-Opted – Dave Hall and Carrie-Ann Moore had been sent to the Cllrs prior to the meeting. Each was invited to speak in turn at the meeting while the other waited in the Teams “lobby”. A vote was taken after each person had spoken and with 3 votes for and 9 against, Dave Hall was unsuccessful and with 8 votes for and 4 against Carrie-Ann Moore was successful. Dave Hall was thanked by Cllr M Giles for his interest and he left the meeting. Cllr CA Moore remained in the meeting and was able to vote on agenda items. The Clerk to arrange form signing and hardware issue after the meeting.

058-20/21: 5. General Public Questions - none

059-20/21: 6. Chairman’s Report – Cllr M Giles advised that due to ongoing COVID-19 restrictions there is nothing to report to the Council.

060-20/21: 7. Police Report – this had not been received at the time of the meeting. When received it will be forwarded to Cllrs by email.

061-20/21: 8. St. James’s Church Report – Rev T Laundon advised that singing has been allowed to recommence – outside services were held last week and other outdoor services are planned: a cyclists outdoor Carol Service on 12th December and an Outdoor Nativity Service on Xmas Eve possibly involving his sheep! There will also be an outdoor starlight Carol Service at 11.30pm on Christmas Eve. The Church are doing their best to adapt to the strange times we are living in, they wanted to offer thanks to the Community for their response to the Covid-19 pandemic and to wish everyone a very Merry Christmas.

062-20/21: 9. St. James's PCC request – The PCC up until June believed that Churchyard maintenance was covered by Wiltshire Council (this has been their belief since 1999 when the Churchyard closed). After one of the horse-chestnut trees partly fell and became dangerous it transpired that Wiltshire Council do not feel that they are responsible, and that responsibility lies with the PCC and the local Parish/Town Council. There are complicated rules around this, and Mike Dunning requested that LTC get together for a meeting with the PCC and Wiltshire Council so the way forward can be established as under the Local Government Act, they can ask the Parish Council to help them out. There are lots of old trees in the Churchyard that require attention and the PCC have been waiting for 20 years for Wiltshire Council to deal with these and as they are very old, they require attention soon. The PCC would also like to request assistance with funding – around £2k that they spent to remove the dangerous tree. Mike Dunning asked if he could have a volunteer from LTC and Cllr M Giles agreed to meet with the PCC and Wiltshire Council and Cllr B Cordery also offered his services. A meeting is to be arranged via the Clerk/office.

063-20/21: 10. 26 Engineer Regiment Report – WO1 RSM Marc Elliott reported that earlier in the year they had soldiers assigned to the Planning team for Covid-19 management support and safety. Some soldiers went back to Belize last month to complete the project they started back in March. The Regiment has also re-engaged with The Wellington Academy (the Cadet force) and the Royal Engineers Association - the Veterans – have been meeting virtually using Zoom. Lastly there has been a lot of Charity work undertaken with the RBL, Samaritans and Royal Engineers Association. He also thanked the Council for allowing 26 Engineers to lay a wreath on 11th November 2020 for Remembrance. Personnel changes - Col Will Turner has moved onto another location and he passed on his thanks to the Town Council for supporting him and the Regiment and Col Anna Scott is replacing him in the New Year. He wished everyone a very Merry Christmas and passed on his thanks to the Town Council for their continued support. Cllr M Giles confirmed the times of the Santa Sleigh runs next week including the Corunna Barracks Estate and Perham Down. Admin will email over the details in the morning.

064-20/21: 11. Garrison Engagement Report – LtCol Nick Turner advised the Covid-19 pandemic hit the Garrison quite hard and many soldiers were dispersed all over the UK at the beginning of the first lockdown to protect the Force. He thanked all those who helped rally around and offered support to those in the Perham Down and Ludgershall military community. LtCol Jamie Balls has commenced his re-settlement and is still in touch with the Garrison but looking to his future. His replacement has been named as Col Rupert Whiteleg of the Scots Regiment who will take up the post in March 2021. The new Chief of Staff has been named as Major Curt Vines of the Parachute Regiment replacing Paul Eagles who has gone onto a project in Andover. General items – rubbish/litter around Perham Down and Tedworth Park is an issue that they are trying to resolve. Signage is going up around Tedworth Park for the new Heritage Trail and soldiers are being asked to help erect these. The Drumbeat Magazine is now being sponsored by MetaPublishing – looking to launch first week in April 2021. They are looking to make this a Salisbury Plain Community Magazine and they would like contributions. The Virtual Band Concert is taking place on 17th December at 1930hrs - an email invitation has already been emailed out. He finished by wishing everyone a very Merry Christmas and healthy 2021.

065-20/21: 12. Wiltshire Council Report – Cllr C Williams advised that many items on the agenda would be covered in his report and asked if he should wait for the items to come up. Cllr M Giles suggested that he report fully on what he has. Wiltshire Council have been busy working on a local 5 year Housing Plan. There will be informal public consultations starting in January as they would like everyone's views and what might be best for the Town moving forward. There are 40k houses planned in Wiltshire, but 20K have already been built. Lovell are starting to build on the Drummond Park site. The next Area Board meeting will be on 25th January 2021 – he would like more Councillors to attend the next meeting as LTC all now have the technology. Lorrywatch – there has been a good number of volunteers come forward for this, but the meeting planned for just before the second lockdown was postponed and will be picked up again in January 2021. Anyone can take photos of a lorry they see breaching the 7.5tonne limit and send it to the DVSA (Driver Vehicle

Standards Agency). Tidworth Area Recovery group – this has been helpful to co-ordinate Community response and share best practice ideas. He would like more Town Councilors to join in the meetings moving forward. Castledown Business Park – because of the Spatial Planning/5-year planning event this has not gone out for Marketing yet, but Cllr C Williams has urged Wiltshire Council to get on with this as soon as possible. However, if a Supermarket were to express an interest then Wiltshire Council would look favorably on it. It will be marketed for business for 6 months. Lovells are doing work on 16th December at Drummond Park – a survey on portable and wastewater. He wished everyone a Happy Christmas and a peaceful New Year.

066-20/21: 13. [Memorial Hall Committee Report](#) – Cllr N Allingham advised there have been no meetings due to Covid-19. Cllr B Dance advised that they have carried out some maintenance – upgraded the CCTV system and are waiting for Heating Engineers to come and upgrade the radiators. They have left the heating on and have had some work done to the walls and ceilings. There is also remedial work planned on Perry's Cottage in the New Year. Clubbercise has resumed in the Hall twice a week. Cllr B Dance wished everyone a Happy Christmas.

067-20/21: 14. [Minutes of the previous meeting held 07/09/2020](#) – these had been circulated prior to the meeting. No comments were made. Cllr M Giles proposed they be accepted, Cllr M Williams seconded, all in favour.

068-20/21: 15. [Lorry/Speedwatch update](#) – this item has been covered previously by Cllr C Williams. Cllr M Giles advised that the signs in Ludgershall are smaller than those in Tidworth because they paid extra money to have larger signage. He proposes that Ludgershall investigate the cost of having larger signs and taking this via the office to CATG to get approval and funding for this. All Cllrs in favour.

069-20/21: 16. [Planning Decisions made by email and public consultation Sept – Nov 2020](#), all decisions have been forwarded to Wiltshire Council within their timelines – This information had been forwarded to the Cllrs prior to the meeting and no further comments were made.

070-20/21: 17. [Committee Reports: 11th August 2020 Planning Meeting](#) - as there have been no other meetings there are no further minutes to be ratified, however each Chairman can update FTC of any works that they feel need to be shared – planning minutes attached for ratification. Cllr M Giles offered the opportunity for each spending Committee Chairman to give an update. On behalf of the Allotment, Cemetery and Car Park Committee Cllr J Langley advised that there have not been many inspections done this year, that the office have kept her fully up to date on items and she has signed off what is needed with the agreement of Cllr M Giles. It was proposed that December's meeting is cancelled as there is nothing to report. The Committee members all voted in favour of this (Cllr B Dance seconded). She will go round in January or February 2021 to get a good feel for the condition of the allotments. Cllr J White reported on behalf of the RLE committee that she has kept in touch via the email and the office with Cllrs via the Newsletter. She would like to go ahead with the proposed meeting on 21st December to discuss various issues that need addressing. All in favour. On behalf of the Civic Events Committee Cllr CA Allan asked if everyone liked the new Christmas lights. It was agreed they look very good, especially the trees in the Car Park. Planning minutes were proposed by Cllr M Giles, seconded by Cllr B Cordery, all in favour.

071-20/21: 18. [Grounds Maintenance Contract up for Renewal](#) – the contract wording had been sent out for agreement and vote. Admin asked to include the Garden of Remembrance on the contract as a specific item under Cemetery grass cutting – all Cllrs in favour. Office to amend document and put out to tender.

072-20/21: 19. [Bills for Payment](#)- these had been circulated to Cllrs prior to the meeting, no comments were made. Cllr M Giles proposed they be paid, Cllr J Langley seconded, all in favour.

073-20/21: 20. [Grants](#) – None have been submitted to LTC.

074-20/21: 21. [Interim Internal Audit/recommendations and action plan](#) – The paperwork had been sent to all Cllrs prior the meeting. The Clerk talked through the Action Plan based on the recommendation of the Audit – two of the items have been dealt with and the other is a long-term plan that the Cllrs need to help with. The Clerk clarified that the External Audit had been passed and is now on LTC's website. No comments were made – all in favour to accept audit and recommendations.

075-20/21: 22. Revised Policies for ratification and adoption: Standing Orders, Financial Regs and Dignity at Work policy – the documents had been sent out to the Cllrs prior to the meeting. These policies were agreed at the F&P meeting in August. Cllr M Williams proposed these policies are accepted (there have been no changes to the wording). Cllr CA Allan seconded, all in favour. Office to action and put onto website.

076/20-21: 23. Budget/Precept (to be received by Wiltshire Council by 18th Jan 2021) – The Clerk advised that the tax base has still not been confirmed by Wiltshire Council so when she receives the details it will go forward to be agreed at the December F&P meeting and will go to the January FTC meeting for voting. By sending paperwork to all Cllrs with the draft figures on the Clerk has kept them up to date with the progress and proposals.

077/20-21: 24. Community Building – Cllr N Allingham advised that a meeting was held the night before and the recommendation of the sub-Committee is that LTC do not take on the building at the former Corunna Barracks site due to the costs involved. The Council were presented with the facts and figures relating to the decision:

- The condition Survey shed light on a large cost to rectify and make the building safe to use
- The promise of £100,000 help from WCC not coming to fruition and then the 50/50 grant also being taken away has meant the costs would all be down to LTC
- It is not in the Centre of Town
- Use is restricted to community only
- LTC would need to know what and who would use the available community space
- This may take away from the other halls in Ludgershall
- We would need a management team, marketing/admin/caretaker/cleaner
- Any decision that is made LTC will also need to decide if they wish to consult with residents

A long discussion took place on each of the points. Cllr C Williams advised that the £100K is still in the budget at Wiltshire Council – it is not completely off the table but of course there are no guarantees. Pre-COVID-19 it would have gone through the Area Board for approval, but everything was placed on hold at the start of the pandemic. It is match funding so LTC must put the same amount of money in. Cllr M Giles advised that when the item was previously voted on that it was agreed to proceed tentatively based on a Structural Survey and sight of a contract. LTC has the survey and Cllr C Williams advised that the new Director at Wiltshire Council - Sam Fox has assured him that there should have been a contract made available to LTC to look at and one will be forthcoming if that has been a sticking point. Cllr J White asked if we could write into the contract that it would be subject to the funding from Wiltshire Council? Cllr C Williams advised that would be separate and cannot be included in the contract but can be discussed at the meeting. Wiltshire Council own the building and land which includes the building, car park and community space. The Clerk clarified that it would not be possible to have a public vote until after next May, but there can be a public consultation to gauge local opinion and feeling. Cllr J White proposed that LTC do not take a final vote tonight but go to Wiltshire Council to ask for sight of a contract and to arrange a meeting between LTC and Wiltshire to discuss this matter. After that there can be a presentation drawn up for the public. Cllr CA Allan seconded. There was a total of 8 votes for and 5 against proceeding as discussed. Office to arrange a meeting with Wiltshire Council and request sight of the contract and Cllr C Williams to help facilitate. The Clerk also asked the Cllrs to confirm if they wish the subcommittee to remain in place in the future.

078/20-21: 25. Parnham's Covenant – The Clerk had previously sent out the appraisal of the Covenant prepared by and a summary document. She ran through the information provided and confirmed the cost of seeking Counsel through our Solicitors is around £1500 + VAT. Iain Skinner of Skinner Holden Property Advisors who provided the report advised that in his opinion the Covenant is enforceable until proven otherwise and offered to start negotiations with Stonewater on our behalf. Cllr J White proposed that LTC start negotiations with Stonewater using Iain Skinner (and ask

if we could proceed on a no win, no fee basis), Cllr M Giles seconded, all in favour. Clerk to ask Iain Skinner to proceed.

079/20-21: 26. Covid-19 Ludgershall going forward – This was an opportunity for anyone at the meeting to advise what they have been doing in the Community to help with the ongoing effort for the Community. Cllr B Dance confirmed that the Memorial Hall has been offered to the GP surgery to use as a vaccination centre if needed. Cllr M Giles confirmed that Men’s Shed built some sentry boxes for the drive through Covid testing centre. He is also helping a local resident by collecting her prescriptions – Cllr CA Moore advised that this person can be referred onto Help Your Neighbour Wiltshire to pick up this activity moving forward if needed. They have dealt with over 10000 prescription requests since the first lockdown.

080/20-21: 27. CATG – Metro Count changes and name change to speed and traffic surveys – this item is for information only as all paperwork on the new name and process was sent out to Cllrs prior to the meeting. No further comments were made.

081/20-21: 28. Castledown Business Park Phase 3 – Cllr C Williams covered this item is in his report at agenda item 12. No further comments were made.

082/20-21: 29. Correspondence – A thank you has been received from St. James’s PCC for organising the green waste collection service this year – it is much appreciated. A copy had been circulated to Cllrs prior to the meeting.

083/20-21: 30. LTC’s section in St James Parish News – Cllr M Giles had previously advised that he would take this item on but has not had anything to report thus far. However, if other Cllrs have items, they wish to add into the magazine then please send any information to the office who will collate and forward onto Julie Walker for publication.

084/20-21: 31. Update on current status of LTC’s defibrillators & new request – The Cllrs had been sent a summary of where LTC is in relation to these items. The Memorial Hall defibrillator is fully functional, the purchase of the phone kiosk on Wood Park had been placed on hold during lockdown, but work will recommence on this and the request for a defibrillator needs to be considered on the Tidworth side of Town as there is only 8 minutes to save someone’s life. There are other parts of the Town that could benefit from having a defibrillator and Cllr CA Allan volunteered along with Cllr P Burgon, to investigate sites. Office to liaise with these Cllrs.

The Council were asked at this point (9pm) to agree a motion to override standing order point 3 para x, ‘A meeting shall not exceed a period of 2 hours. All in favour, the meeting continued.

085/20-21: 32. Armed Forces Covenant – Cllr P Burgon advised that LTC should be looking to sign this agreement and suggested that we do so asap to reinforce what is already done and the great relationship between the Town Council and the military community, particularly 26 Engineer Regiment. Wiltshire Council have already signed this document and Cllr C Williams is the Armed Forces Champion for them. The Covenant is designed to prevent those who serve or have served having any disadvantages. It also gives special consideration to those who have been injured in service and the families of those bereaved. Cllr P Burgon proposed that LTC sign up. Cllr B Dance seconded, all in favour. Office to prepare document for signing.

086/20-21: 33. Christmas and New Year Opening Hours – the office will not be contactable on Christmas Eve and the bank holidays over the Christmas period. All other days will be normal working hours. This item was for information only and no comments were made.

087/20-21: 34. Agenda Points for next month – none other than mentioned in minutes above.

There being no further business to discuss the meeting was closed at 9.15 pm.

The next meeting will be held on Tuesday 12th January 2021 at 7pm using Microsoft Teams.

Signed.....

Date.....