## LUDGERSHALL TOWN COUNCIL



Minutes of Ludgershall Town Council Annual Meeting held in the Scout Hall, Chapel Lane,		
Ludgershall on Tuesday 10 <sup>th</sup> May 2016 at 7.00pm		
Present:	Cllr White in the Chair	Cllr Cordery
	Cllr Pickernell	Cllr Giles
	Cllr Langley	Cllr Burgon
	Cllr Hall	Cllr J Hollis
	Cllr M Williams	Cllr Dixon
Representatives:	Cllr C Williams, Wiltshire Council	
Public	2 members of the public	
Absent:	Cllr Dance	
Press	Mr J Faretra	

	Agenda Item	<u>Action</u>
78/16	Election of Chairman. The Clerk asked for nominations for the post of	
	Chair for the coming year. Cllr Cordery proposed and Cllr Burgon seconded	
	Cllr White to continue as chairman. Cllr White confirmed that he was happy	
	to continue, and the vote by the rest of the councilors was unanimous. The	
	Chairman then signed the Declaration of Acceptance of Office form.	
80/16	1. Resolution – To continue as Chairman or to change to Mayor. Under	
	the provisions of the Local Government Action 1972, Section 245 paras 6-9,	
	the chairman and vice-chairman can be referred to as mayor and deputy-	
	mayor respectively. After discussion, during which it was recognized that	
	having a mayor enhanced Ludgershall's image and reputation beyond the	
	town's boundaries and the fact that Ludgershall is growing rapidly with	
	almost 1000 new dwellings proposed, 2 business parks, the Academy and	
	the Castle, the council voted by 7 votes to 2 in favour of having a Mayor for	
	civic events. This would require a mayoral chain only, the cost of which had	
	already been included in the precept.	
81/16	2. Apologies for Absence. Cllr Downie (work)	
82/16	3. <u>Declaration of Interest.</u> Cllr White declared an interest in item 8 and	
	Cllr Hall declared an interest in item 10.	
83/16	4. <u>Declaration of Interest/Register of Interest</u> . The Clerk reminded all	
	councillors that they have a legal duty to declare any changes to their entry	
	in Wiltshire Council's Register of Interests. The original submission is held	

	in the Town Council Office if people wish to check.	
84/16	<b>5.</b> Election of Vice-Chair. The Chairman asked for nominations for the	
	post of Vice-Chair. Cllr Cordery proposed and Cllr Langley seconded that	
	Cllr Giles continued in the post. Cllr Giles confirmed his willingness to	
	continue and the vote was unanimous.	
85/16	6. Formation of Committees. The Chairman asked if councillors were	
03/10	happy to continue as members of their current subcommittees. Cllr Hollis	
	asked to move to Recreation, Leisure and Environment committee. Cllr	
	Pickernell will continue as chair of planning, while the chairs for the other	
	committees will be decided at their next meetings. Cllr Pickernell will also	
	continue to be a representative on the Memorial Hall and TCAP committees,	
	while Cllr M Williams will become the second representative for the	
	Memorial Hall. Cllr White will continue to represent the council on the	
	Scout Hall committee, TCAB and the Health and Well-being committee.	
86/16	7. <u>Casual Vacancies</u> . The Chairman announced that Cllr Hindson had sent	
	in a letter of resignation. Wiltshire Council have been notified. The Clerk	
	confirmed that Wiltshire Council hadn't received any response to the	
	previous two Casual Vacancy notices, and that the council would have to co-	
	opt two new members. It will be included as an agenda item at the next	
	meeting.	
87/16	8. Code of Conduct. A councillor behaved inappropriately at one of the	
07710	town council meetings and at the November meeting the council decided	
	that the person concerned should offer a proper apology. Despite two	
	requests, the apology has not been made. Cllr Giles proposed that this	
	councillor should be excluded for a period of six months from any sub-	
	committee meetings – he may still attend Town Council meetings. Cllr	
	Burgon seconded, carried. Cllr Giles will send a letter to the councillor	Giles
	concerned.	Glics
88/16		
88/10	9. <u>Chairman's Report</u> – Ludgershall Town Council has been represented at	
	the following meetings: -TCAP, Scout Hall and Memorial Hall committees,	
	TCAB, and the Andover Heritage Railway. The Chairman congratulated	
	Fiona Musker on passing the Information to Local Council Administration	
0011	course.	
89/16	10. General Public Questions – Mr Hall asked about the hedge which acts	
	as the boundary between his property and the cemetery. He was informed	
	when he bought the property that it should be 6 ft, and it is currently 9 ft.	
	EU regulations have altered this to 2m, which Mr Hall accepted. Mr Hall	
	made the offer to cut the hedge, provided the council disposed of the waste.	
	It was pointed out that nesting birds would have to be taken into	
	consideration before cutting The matter will be referred to the Allotment,	
	Cemetery and Carpark committee.	
90/16	11. Wiltshire Council - Report by Cllr C Williams. – he confirmed that Cllr	
	Richard Britton has been re-elected as Chair of Wiltshire Council, and Cllr	
	Allison Bucknell as the Vice-Chair. Salisbury Journal has sent a petition	
	regarding the proposed cuts to the bus services. The next meeting of the	
	TCAB will be at Collingbourne Ducis w/c 16 May.	
	Cllr Hollis advised Cllr Chris Williams that there have been many near	
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that the council would need to talk to the surrounding shops about this, and advised that it should also be raised as an issue at the next Area Board meeting.  12. Police Report – Nothing has been received from the police since their staff numbers were cut. Cllr Chris Williams also advised that other committees in Wiltshire weren't receiving reports either. Cllr Williams left the meeting at this point 7.48pm.  92/16  13. Minutes from the previous meeting had been circulated. Cllr White from the Chair proposed the minutes to be a true record, seconded by Cllr Giles, carried.  93/16  14. Regalia. The pendant would need to be changed and a mayoral chain purchased – both had been included in the precept. The matter would be remitted to the Finance and Policy committee.  94/16  15. Renewal of Insurance Policy. The payment of £2652.08 for next year's renewal is now due. The Finance and Policies committee recommended acceptance. Cllr Burgon proposed that the council accept and pay the insurance renewal, seconded by Cllr Langley, accepted.  95/16  16. Correspondence  a) Wellington Academy had sent a copy of their latest Ofsted report, which is available to anyone to read in the Town Council Office.  b) The Market Towns Forum had written asking if they would be able to hold one of their networking events at a suitable venue in Ludgershall. The host town is expected to pay the venue hire costs, but everything else including refreshments is paid for by the Forum. After discussion it was agreed that this would be a prestigious event for Ludgershall Town Council		misses of accidents taking place on the Zebra crossing outside the Town Council office. Despite the zigzag lines not all traffic is stopping. Cllr	
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to host Cllr White proposed and Cllr M Williams seconded that the Clerk		to host. Cllr White proposed and Cllr M Williams seconded, that the Clerk	
should approach the Memorial Hall committee for suitable dates and			
confirm these with the Forum. Carried		confirm these with the Forum. Carried	
c) 5 <sup>th</sup> Wiltshire Scouts had approached the council – one of their leaders		, , , , , , , , , , , , , , , , , , ,	G1 1
would be blowing 3 blasts on their whistle at 0730 hrs on 1 <sup>st</sup> July, to mark the start of the Somme battle. This did not require road closures, although			Clerk
people were welcome to watch. However, it was suggested that the police			
were notified of the event.			
96/16 17. Committee Reports	96/16		
a) Finance & Policy – Cllr Giles reported on meeting held 27 <sup>th</sup> April,			
minutes of which had been circulated. A resolution was also required to pay for the new notice boards from the rolling capital fund. Cllr Giles proposed, Clerk			Clerk
Cllr Langley seconded, carried.			CICIK
Bills for Payment- See list total £16,470.65p. The bills presented were high			
due to the insurance renewal premium (£2652.08p), the new noticeboards		due to the insurance renewal premium (£2652.08p), the new noticeboards	
(£2424.43p), and the last payment for the PWLB loan for the purchase of the			
carpark (2547.74p). A transfer form of £5,000.00p from the Business 30 day account to current account was requested for signature. Cllr Giles proposed			
this report should be approved and cheques signed, seconded by Cllr			

	Langley, carried.	
	b) Allotment, Cemetery & Car Park - Cllr Pickernell reported on meeting	
	held 19 <sup>th</sup> April 2016, minutes had been circulated. Two amendments to the	
	minutes were requested. Firstly, the minutes should record the fact that the	
	council does not insure the headstones or memorial stones, and that this is	
	the responsibility of the next of kin. Secondly, the problems reported for	
	plot 38, should read plot 30A. Subject to these amendments, Cllr Pickernell	
	proposed this report should be approved, seconded by Cllr Dixon, carried.	
	c) Recreation, Leisure & Environment – Cllr Giles reported on meeting	
	held 18 <sup>th</sup> April 2016, minutes had been circulated. Cllr Giles proposed this	
	report should be approved, seconded by Cllr Burgon, carried.	
	d) Planning Cllr White reported on the meetings held 27th April 2016,	
	minutes had been circulated. Fowler Architecture had apologized the	
	following day to the clerk for their not attending at this meeting. Cllr White	
	proposed this report be approved, Cllr Cordery seconded, carried.	
	e) Civic Events – Cllr Giles reported on meeting held 28th April 2016, the	
	minutes had been circulated. Cllr Giles again appealed for assistance from	Clerk
	other councillors with the running of the summer fete. Remembrance	
	Sunday: Work will begin after the fete on the road closure process. Cllr	
	Giles proposed that the minutes be accepted, Cllr Burgon seconded, carried.	
97/16	18. Year End Accounts/Annual Statement for adoption. The Clerk	
77710	advised that three separate resolutions were required to meet the Council's	
	legal obligations to the External Auditors. The first was the adoption of the	
	Year End accounts. Cllr M Williams proposed, Cllr Langley seconded,	
	carried. The second concerned the adoption of Section 1 the Annual	
	Governance Statement. Cllr Cordery proposed, Cllr Dixon seconded, carried	
	The third concerned the adoption of Section 2 the Accounting Statement on	
	the Annual Return to the auditors. Cllr Burgon proposed, Cllr Hall	Clerk/
	seconded, carried. The Chairman and the Clerk are now in a position to sign	Chairman
	the forms and return them to the auditors.	
	Two items had also been highlighted during the recent internal audit. Firstly	
	the Financial Regulations needed updating with the recent changes	
	recommended by NALC. Secondly the Risk Assessment needs to be signed	
	by the end of the financial year by the Chairman and the RFO. This was not	
	done and a resolution was required to retrospectively adopt the Risk	
	Assessment carried out by the Clerk during 2015/2016. Cllr Langley	
	proposed, Cllr Giles seconded, carried.	
98/16	19. <u>Assistant Vacancy</u> – The advert for a new administration assistant needs	
	to be posted as soon as possible. Suggestions included Facebook and	
	Jobsearch as well as the noticeboards and Tidworth Town Council. Cllr	Clerk
	Giles warned the council that there could be a short period where there	
	would be three people employed in the office. The closing date for the post	
	will be 3 <sup>rd</sup> June.	
99/16	20. Holiday cover for office staff. Due to training and annual leave, no	
	staff will be available to man the office on 26th and 31st May. Cllr Giles	
100::	volunteered to man the office on 26 <sup>th</sup> May, and Cllr Pickernell 31 <sup>st</sup> May.	
100/16	<b>21.</b> Ludgershall Youth Club Building. – New Trustees have now been	1

	proposed for the Youth club. Cllr White confirmed that the garage at the	
	back of the club is part of it, although what is currently stored in it isn't	
	known.	
101/16	<b>22.</b> <u>Thematic Group</u> – Cllr Pickernell thanked those councillors who	
	attended the Community Awards Ceremony. He was particularly impressed	
	that they had taken the trouble to look so smart. TCAP is investigating the	
	possibility of using a mothballed MOD building at Perham Down for the	
	Ludgershall and Tidworth's Men's Shed, with the support of the Garrison	
	Commander. He also advised that there is a powerpoint presentation on the	
	early history of Tidworth Garrison available. Cllr White suggested that it be	
	considered for an event in the Memorial Hall.	
102/16		
	the office staff for a week's work experience on 16th May.	
	Wiltshire Council are appealing to businesses to open their toilet facilities to	
	the public following their decisions to close public toilets in the county.	
	One of the planters has been damaged and moved by a member of the public	
	in their car. The council are negotiating with regards to its reinstatement.	
	Cllr M Williams reported that a worker at the fair received a serious	
	electrical shock from touching a wire and was concerned as it was the sort of	
	event that attracted a lot of children.	
	There being no further business to discuss the meeting closed at 8.35	
	pm.	

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