

LUDGERSHALL TOWN COUNCIL



| Minutes of Ludgershall Town Council Annual Meeting held in the Scout Hall, Chapel Lane, Ludgershall on Tuesday 10th May 2016 at 7.00pm | | |
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| 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 | |

| | <u>Agenda Item</u> | <u>Action</u> |
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| 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 Act 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. Declaration of Interest. Cllr White declared an interest in item 8 and Cllr Hall declared an interest in item 10. | |
| 83/16 | 4. Declaration of Interest/Register of Interest. 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 | |

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| | in the Town Council Office if people wish to check. | |
| 84/16 | 5. 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 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. Casual Vacancies. 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 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 concerned. | Giles |
| 88/16 | 9. Chairman's Report – 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 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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| | <p>Langley, carried.</p> <p>b) Allotment, Cemetery & Car Park - Cllr Pickernell reported on meeting held 19th 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.</p> <p>c) Recreation, Leisure & Environment – Cllr Giles reported on meeting held 18th April 2016, minutes had been circulated. Cllr Giles proposed this report should be approved, seconded by Cllr Burgon, carried.</p> <p>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.</p> <p>e) Civic Events – Cllr Giles reported on meeting held 28th April 2016, the minutes had been circulated. Cllr Giles again appealed for assistance from 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.</p> | Clerk |
| 97/16 | <p>18. Year End Accounts/Annual Statement for adoption. The Clerk 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 seconded, carried. The Chairman and the Clerk are now in a position to sign the forms and return them to the auditors.</p> <p>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.</p> | Clerk/ Chairman |
| 98/16 | <p>19. Assistant Vacancy – 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 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 3rd June.</p> | Clerk |
| 99/16 | <p>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 volunteered to man the office on 26th May, and Cllr Pickernell 31st May.</p> | |
| 100/16 | <p>21. Ludgershall Youth Club Building. – New Trustees have now been</p> | |

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| | 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 | 22. <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 | 23. <u>Any Other Business</u> A pupil from Wellington Academy will be joining the office staff for a week's work experience on 16 th 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. | |

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