

# LUDGERSHALL TOWN COUNCIL



Minutes of the Full Town Council interim meeting held on  
Thursday 27<sup>th</sup> July 2023 at 7pm at The Council Office, 10-12 High Street, Ludgershall

**Present:** Cllr O White (in the Chair), Cllr M Williams, Cllr J White, Cllr E Williams, Cllr D Lillywhite, Cllr P Porter, Cllr N Webber, Cllr J Bowyer & Cllr D Davies

**Absent:** Cllr L Ramsay

**Public:** 1

**114-23/24 1. Apologies for Absence – Cllr D Lansley-Smith, Cllr T Webber, Cllr J Walker & Cllr L Coombes** – Cllrs RESOLVED to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.

**115-23/24 2. To Receive Declaration of Interests** –None.

**116-23/24 3. Previous Minutes for ratification** – Minutes of the Full Town Council interim meeting held on the 29<sup>th</sup> June 2023 - **Cllrs resolved to accept.**

**117-23/24 4. Planning Applications** - none

**118-23/24 5. Planning Decisions – a) PL/2023/04685** – no objections – **noted.**

**119-23/24 6. Correspondence:** none.

**120-23/24 7. Allotments** – the allotments team are now having a teams meet prior to the interim meeting each month to discuss with admin what is needed, and Cllr P Porter has now gone on to the Allotments team. **a) Deweys Lane report – as of 24th July 2023** – 2 empty plots & 3 evictions to relet – **Cllrs Noted** **b) Bell Street report – as of 24th July 2023**- 4 empty plots & 2 evictions to relet. **Office to action.** **c) Updates on troughs with quote to install** – awaiting installation quote will bring to FTC in August- **Cllrs Noted.** **d) Notice boards**- the costs produced were too high, office to look into cheaper ideas i.e., fixing a board to the shed at Deweys lane and 2 similar to put up either end of Bell Street **e) Problem with gates and fences from homeowners' gardens.** – Letters to be sent to homeowner's admin to update council on any response. **Office to Action** **f) Scalping's at Deweys Lane** LTC to monitor for the winter.

**g) Changes to rules** – discussion regarding keeping or not keeping of livestock, due to the many problems it has caused. Office to check with other councils, to see what they have done. Also, discussion regarding evictions at renewal, investigate further and bring back to council. **Office to action**

**121-23/24 8. Cemetery: a) Query regarding the old fence** – 26 Engr's kindly removed the fence and rose bush, levelling and grass seeds have been completed by contractors. **noted.**

**b) Entrance gates and walls** – awaiting quote to re powder coat, discussion re walls suggest asking a headstone cleaner – **office to action.** **c) Bench in cemetery** – Cllr E Williams explained that now the Garden of Remembrance (GOR) is larger, the bench facing the driveway should be turned around to face the GOR. It was pointed out that this had been in position since 1996. Cllrs to take a look and vote at next meeting FTC August. **d) Headstone Survey** – presented and discussed no action is required next survey in 5 years.

**122-23/24 9. Gardens, planters & War Memorial - a) Overgrown hedges in Jubilee Garden** – Aster Group have said they do not offer a gardening service and it is the tenant's responsibility to maintain hedges that are on their property, the tenant can cut the hedge and deposit

remains on LTC property, resident updated. **b) Update on flagpole-** Flagpole being installed 9<sup>th</sup> August 2023. **c) Gates** (Jubilee Garden)– awaiting quote to re powder coat. **d) Blue plaques** – discussed, asked Memorial Hall to put on their next meeting to discuss which wall to use, we can then go back to the resident involved and get the plaques re-sited.

**123-23/24 10. Carpark & Toilets – a) Strimming** to be done 28th July, all signs have gone out. **b) Checking of the Tree lights** – not working, office to get electrician. **Office to action.**

**124-23/24 11. Play areas a) roundabout update** – office has been chasing installer for some time, still chasing – **office to action** **b) Small works update** – awaiting quotes

**125-23/24 12. Recreation Ground - a) Update on rec gate hinge plate** contractors waiting for the part to be made. **b) Use of Rec by Yellow Brick Road** – Cllrs informed of art workshops on 2<sup>nd</sup>, 23<sup>rd</sup> and 30<sup>th</sup> August on the rec. **noted.**

**126-23/24 13. Skate Park - a) Skate Park extension base update** – the new groundwork is completed unfortunately it has been put on the wrong side. -**Cllrs Noted.** **b) Skate Park Extension update** – there will be an additional charge to swap over 2 sections to make it fit to the new base, awaiting quote will bring to Aug FTC. Work can start beginning September 2023. **c) Skate Park repair of Ramp** – all repairs will be done at the same time as the skate park extension. **Office to action.**

**127-23/24 14. Resistance gym equipment:** quote for removal of existing Gym Equipment is £1072.50, the council voted to accept this quote. Office can now confirm to Proludic quotes are accepted. **Office to Action.**

**128-23/24 15. Paths/Right of ways – a) Footpath 3 behind school/woodpark** – the committee discussed and asked the office to confirm back to the environmental group that this is not under the Town Council remit. **Office to Action**

**129-23/24 16. Environment: a) Parish Steward,** LTC was updated regarding new contractor. - **Office to action.** **b) Portable SIDS** – Cllrs will view other villages SIDS to understand better what LTC will need. **c) Litter pick day** – discussed Cllrs will think if they would like to take this on. **d) Castle street trees to discuss-** planning permission being processed end of consultation 06/09/2023, quote received £1025.00 plus VAT for both the pollarding of 5 lime trees and removal of basal epicormic growth. Cllrs discussed and agreed the quote, the pollarding will not be able to start until the planning permission is agreed, but the other work needs to be done sooner. **Office to action.** **e) Castle Street Parking problems** – letters to businesses sent. **f) Banners Reinstall** – Cllrs discussed and will roll over to next meeting. **g) posts on Castle Street** – all done, Cllrs happy with the work. Also, contractor has guaranteed the price of £180 per post and installation for 2 years. **h) Baptist burial site clean-up** – there was a long discussion, LTC do pay for grass cutting to the area, due to no one looking after it for many years. Ownership has been investigated but to no avail. As this ground is not council land should the council spend money to enhance the area or not? There is also a danger that the old fence may fall down. Office asked to speak to the garage owners to find out if they are responsible for the brick wall, and Cllrs will think about what could be done and bring back to the next meeting. **Office to action.**

**130-23/24 17. Defibs** – Grant requests and quotes have been requested, researching best options and will bring back to next FTC.

**131-23/24 18. Events 2023: a) Remembrance Sunday** – All essential items have been started or booked in. Quote from All the Kit been received; however, Cllrs requested to go back and ask, for an enhancement to the area around the cenotaph by those using the microphone there. **Office to Action.** **b) Christmas lights Switch on** – items need to be started on the EPD, Cllr M Williams will see if he can source a VIP to actually do the Switch on. **Office to Action.** **c) Christmas Fayre** – items need to be started on the EPD similar to last year, budget agreed for

Santa's Christmas Gifts the same as last year which was £860 plus vat – Cllrs asked office to ask Santa if he can help again this year at all our Christmas events. **Office to Action.** Also can the office ask Willmont if we can utilise one of their vehicles like last year for the Santa Fly around the town.

**132-23/24 19. Finance:** *a) Statement to end of Month 3*, Town Council is within budget, no questions. *b) Longer Term Saving report- Noted.* *c) Policies for review-* none this month **noted.** *d) Grants requested-* Carers support Ludgershall- TC reported that they have confirmed they have a Ludgershall group and that the monies will go to them and will confirm in a letter once this letter is received TC will pay out grant, council agreed with the process. **Office to action.**

**133-23/24 20. CCTV Updates** –Cllrs discussed quote for the additional camera requested on front of office to enlarge the area being surveyed the additional amount was £370.40 plus vat, **Cllrs Agreed Quote Office to Action.**

**134-23/24 21. Office** *a) update on window privacy film* – proofs shown to Cllrs all agreed and happy with the proofs, installation can be agreed. **Office to Action** *b) quote for Notice board* – not received, bring to next FTC in August. *c) Rules for use of LTC meeting rooms by other organisations* – the committee discussed the Hire Terms & Conditions produced by TC, they agreed the wording and all monetary amounts within. **Office to Action.**

**135-23/24 22. Flyer with info and survey** – Cllrs agreed to 1000 flyers to be printed. **Office to Action.**

**136-23/24 23. Website** – TC to look at other councils websites those that are good speak with clerk to get information, spec will need to be drawn up - **Office to action.**

At this point the Chairman asked if standing orders could be suspended regarding point 3 x so that the meeting could continue. The committee agreed.

**Under the Public bodies (Admission to meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature**

**137-23/24 24. Staffing Meeting report** – Cllr M Williams updated the Full Council regarding, a) exit interviews – a suggestion was made to do the same when Cllrs leave, the committee discussed and agreed. b) Admins appraisal, 1 pay scale point increase from 01/08/2023 was put forward the committee agreed. c) TC's pay scale has not been reviewed since 01/04/2018, staffing will be having a job evaluation done, but asked for a 4 scale point increase from 01/08/2023, the committee agreed putting her on SCP33. d) the lone working policy is being reviewed. e) Decision to stay with the current accountants for the time being, but monitor. e) Staffing Structure will move to Town Plan meetings. f) & finally, a training schedule report for all staff, suggestion that the First Aid Course could be in house and include Cllrs, TC to look into this, **Office to Action all points agreed.**

**138-23/24 25. Agenda Points for next month** – Defibs including Drummond Park & report on Perrys Cottage – **Office to action.**

**Next FTC meeting 14<sup>th</sup> August 2023**

**Agenda items to the Clerk 7 days before the meeting.**

**There being no further business to discuss the meeting closed at 9.19pm**

Signed.....

Date.....