

LUDGERSHALL TOWN COUNCIL



Minutes of the Full Town Council meeting held on 12th January 2025
at 7pm at the Council Offices, 10-12 High Street, Ludgershall. SP11 9PZ

Present: Cllr J Bowyer – Chairman, Cllr J Swallow, Cllr S Garmonsway, Cllr P
Foresheaw, Cllr M Smith, Cllr D Lansley-Smith, Cllr I Beveridge, Cllr M
Howard, Cllr M McCrum & Cllr J Walker

Staff: K Allingham- Town Clerk

Representatives: Wiltshire Cllrs C Williams & D Lumsden

Public: 0

Absent: 0

AGENDA ITEM

327-25/26 1. Apologies for Absence – Apologies were received from Cllr M Williams & Cllr J Plews. **Cllrs RESOLVED to accept these apologies** under LGA 1972 Section 99 and Schedule 12, Paragraph 40.

328-25/26 2. Declaration of Interests – (Members are bound by the provision of the Code of Conduct adopted by Ludgershall Town Council and are required to declare their interest in any matter in which they have a personal interest or a pecuniary interest) – Cllr I Beveridge for point 21.

329-25/26 3. General Public – No members of the public were present.

330-25/26 4. Planning Application –None

331-25/26 5. Planning Decisions - a) [PL/2025/09114](#) - Notification of proposed works to trees in a conservation area At Ludgershall Castle, Castle Street, Ludgershall, SP11 9QT. T1 - Field Maple. Moderate crown decline with one stem now snapped out adjacent to visitor path. Coppice only the declining stems, allowing new growth. T2. - Sycamore, growing on historic wall top. Crown lift gives approx. 4m total ground clearance. T3. - Beech. Long, heavy, over-extended lateral branch with sub-optimal attachment to main stem. Reduce branch by 2 - 3m. T4. - Ash. Fell. Ash dieback, approx. Class 2 but disease is progressing and tree has Ganoderma FFB on north side, within falling distance of neighbouring buildings. G1. - Line of approx. 6x Beech trees. Minor crown lift of lower trailing branches on western side to give ground clearance of 2 - 3m over historic bank. **No objections. Noted**

332-25/26 6. Chairmans Report –The chairman updated the council; I attended the funeral of our ex-Cllr/Clerk Janet White, the service was well attended by the community, and the day was very calm and dignified. I met with six young residents calling themselves 'Team Green' who have formed a litter picking group. I presented them with certificates & goodies, and the office wrote to their schools and Ludgershall Town Council has had a lovely reply. English Heritage are planning an event in March at the Memorial Hall, showing artefacts which we will help to advertise. Meeting scheduled with Tidworth Town Mayor & another one with Acting Head of Wellington Academy re safe route to school Cllr MW assisting. Has liaised with Cllrs IB & JS, electricians & the office regarding the problems with the tree lights in the carpark. **Noted**

333-25/26 7. Reports From Outside Representatives – a) Police – No attendance report circulated prior to meeting noted. **TC to confirm to Cllrs an action** from last meeting.

b) Wiltshire Cllrs- Cllr C Williams **Wiltshire Councillor Reported Jan 2026** - Nothing to report from December but on Wednesday 7 January I attended an extraordinary meeting of Full Council. The main item was to consider proposals relating to the finances of the potential future plans for St Stephens Multi-storey car park in Trowbridge; however, capital funding was not agreed to proceed with the council's intention to transfer the freehold. The council will now have to consider what are the next steps to take.

Other items considered on the agenda were the Introduction of a council tax second homes premium, extension of the council tax long term empty homes premium and Fees and Charges Framework for the following financial year. The first was not approved, the second approved after a friendly amendment was accepted by the administration and council fees and charges would in the main go up by the rate of inflation in line with the CPI. Cllr D Lumsden added that within the debate re St Stephens car park there is a covenant to take into account. **Noted.**

c) 26 Engr's WO1 H Brown, no report given **Noted.**

334-25/26 8. Reports from LTC's representatives – a) Memorial Hall – no meeting in December. **Noted.** **b) LHFHIG Report –** Report sent out prior to meeting Cllr S Garmonsway updated no decisions to be made. **Noted.**

335-25/26 9. Minutes of the FTC 8th December 2025, FTC Planning meeting, 21st August 2025 had been circulated for ratification. The chair asked the council to note that at the prior to the beginning of the FTC in December she wants the wording to include the name of the late councillor in the minutes as such 'passing of a much-loved former Clerk and Council Janet White.' All agreed, this minute amends that section. The FTC then resolved to ratify both meeting minutes. **Office to Action.**

Wiltshire Cllrs C Williams & D Lumsden left the meeting.

The council discussed the action log and a couple of items are being updated and worked on. **Office to action**

336-25/26 10. Resolution to buy thank you gifts for non Cllr Volunteers that have helped during 2025 – small gifts and cards were given as a thank you costing £54.10 which will come from S137. **FTC agreed.**

337-25/26 11. Bills for Payment – Cllrs questions were answered; there is a total of **£18,324.57** this month. Cllrs resolved to accept. **Office to action.**

338-25/26 12. LFHIG Improvement request – The council discussed and agreed that this request should go to LFHIG with the backing of Ludgershall Town Council. **Office to request exact position of sign in question, then forward to LFHIG.**

339-25/26 13. Correspondence – Improvement to recreation facilities – the office has had 2 emails from residents asking LTC to consider that a 'pump track' could be built in Ludgershall. The council discussed as they have a project at the moment to look at ways to improve facilities for 12 to early 20's, this will be looked at along with other ideas. Office to reply with this information and that LTC will be consulting residents in this process. **Office to Action.**

340-25/26 14. To note and approve internal audit report - the council had received the report prior to the meeting, there are not any recommendations but a couple of observations, which they discussed and **acknowledged/noted the report.**

341-25/26 15. To discuss & approve budget and precept for 2026-2027 – after extensive talks in the last few months with the full council and robust planning ahead for projects and increases in utilities and contracts, LTC had 2 choices for their Precept. Choice 1 £324,810 which will mean a £12.70 per year increase for a band D resident or Choice 2 £329,810 which will mean a £15.20 per year increase for a band D resident. The council discussed/debated both choices were proposed and seconded Choice 1 got 7 votes and choice 2 got 3 votes, therefore LTC's precept for 2026/27 will be £324,810 which is £12.70 per year for a band D resident which is **less than 1 packet of Mayfair Superkings.** **Office**

to action.

342-25/26 16. Grants – none

343-25/26 17. Christmas Lights – To discuss the service received and the recent electrical issues experienced. The Clerk went through payments to the contractor for LTC's Christmas Lights and assured the council that the charges are all correct. Due to the dissatisfaction of the council regarding the lights in the car park and other items that were not as they should have been. The council asked the office to write to the contractor asking for a refund/discount and to ensure that for the future of the contract that it all runs smoothly.

Office to action.

344-25/26 18. SID additional installation fee – The council have already agreed to the software to be installed however the cost for labour to install it had not been quoted this is £295 plus VAT. The council resolved to agree to the labour charge and asked the office to get this on order now. **Office to action.**

345-25/26 19. New property report – The electrical installation report is being done today, the survey will be done next week. The agent is ensuring the shutter door works properly. Should not be too long now.

346-25/26 20. FTC to receive approved Policies from finance & Policy and adopt – these had not been forwarded in time and will therefore go to the next FTC meeting.

To Resolve, Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature. Resolved by FTC.

347-25/26 21. Replacement property and rent for Memorial Hall upkeep and discuss future caretaking and vote if necessary – The chair and clerk put forward a) the rent has not been reviewed since Sept 2023 and asked the council to agree to increase to £1195 per month. **All agreed.** b) As the Memorial Hall Committee have asked Ludgershall Town Council to caretake the rented property Ludgershall Town Council will need to keep some of the rent so after taking out expenses i.e. insurance, ground rent, agent fees Ludgershall Town Council would give the Memorial Hall Committee 70% of the remaining balance and keep 30% for maintenance costs. The council discussed and voted that this calculation was fitting however Ludgershall Town Council should withdraw any thoughts of automatic grants. The council voted that 70% of the remaining rent after expenses should go to the Hall Committee, but withdrawer the automatic grant all agreed with 1 abstention.

348-25/26 22. Staffing Committee to provide an update - Items to Note – a) The provisional employer contribution for staffing pensions from 1 April 26 to 31 March 29 looks to be 17.7%, this is 2% less than previous years and has been accounted for in next year's staffing budgets. – **NOTED** b) Please kindly note that the Staffing Committee unanimously resolved to issue Special Paid Leave (SPL) to all staff for Wed 7 Jan 26 so they could attend the funeral of Janet White. It was explicitly highlighted this was a one off issue, and no precedent has been set. – **NOTED** c) The staffing committee, and FTC agreed to the purchase of LTC logo fleeces for the staff. This action will be delivered this month, with black fleeces and the council logo. – **NOTED** d) The locum support has delivered 3 reports so far and continues with 3 requests from the staffing (1) support our Town Clerk (2) Resolve outstanding [statutory] actions (3) review processes for best practise and efficiencies. A summary of reports and action plan will be provided upon completion –**NOTED**

Items to Endorse/Adopt – a) The **LTC TOIL policy** has been updated, with current formatting and a few minor amendments. The council has received a copy prior to the meeting. It was approved at the Staffing meeting Tue 6 Jan. FTC agreed to Adopt – **Office to action.** b) **The Wiltshire Pension Fund Policy** has been formatted; the content has not changed but has had minor updates following guidance/direction from the Pension Fund. Sent to FTC prior to the meeting, Staffing have approved, FTC agreed to Adopt. – **Office to action.** c) **Town Clerk CILCA pay rise.** The FTC were informed in October last year that the Town Clerk completed her CILCA qualification, which in accordance with her contract permits a 1 scale point pay rise. Whilst it would have been noted to the FTC due to the change in salary best practise is for it to be endorsed by the FTC. It is noted that the staffing budget had headroom for the uplift, and the pay rise was enacted the same day

certification was received. This has not been processed through the Staffing Meeting but will be noted in Feb for fullness. – **All FTC are asked to retrospectively endorse all agreed.**

d) Staff Mandatory Training. The staffing meeting sought and secured FTC approval for mandatory training course costs. The initial catalogue was projected to cost £39.99pp. Due to a slight change in the request to courses, and access to a fuller catalogue the costs are £69.99 pp. **All FTC asked to agree slightly higher costs, all agreed. Cllr P Foreshow to action.** **e) ICCM Membership.** The staffing meeting discussed and agreed the requirement to have membership access to the Institute of Cemetery and Crematorium Management (ICCM), to support with the management of our cemetery, noting pressing need to consecrate additional ground, at a cost of approx. £105 per annum. **The FTC are asked to accept the purchase of membership to the ICCM, all agreed. Office to action.**

349-25/26 23. Agenda Points for next month – To be sent into the office 7 days prior to the next meeting

- Cllr I Beveridge – Parking on Pretoria Road
- Cllr M Smith – Santas Sleigh and sound
- Cllr M Smith – rewards, coins
- Update regarding Laptops.

There being no further business to discuss the meeting was closed at 21.00pm.

The next interim meeting is 29th January 2026.
The next FTC meeting will be Monday 9th February 2026.

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