

LUDGERSHALL TOWN COUNCIL



Minutes of the Full Town Council meeting held on 8th December 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
Foresheew, Cllr M Smith, Cllr D Lansley-Smith, Cllr J Plews, Cllr M
Williams & Cllr J Walker

Representatives: Wiltshire Cllr C Williams

Public: 0

Absent: 0

The Mayor informed the Council of the passing of a much-loved former Clerk and Councillor. The Council observed a moment of silence in their memory.

AGENDA ITEM

307-25/26 1. Apologies for Absence – Apologies were received from Cllr M. Howard, Cllr I. Beveridge, Cllr M. McCrum. Cllrs **RESOLVED** to accept these apologies under LGA 1972 Section 99 and Schedule 12, Paragraph 40.

308-25/26 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) – None

309-25/26 3. General Public – No members of the public were present.

310-25/26 4. Planning Application – **a) PL/2025/09114** - Notification of proposed works to trees in a conservation area, Land At Ludgershall Castle, Castle Street, Ludgershall, SP11 9QT. Council **RESOLVED** to approve, with a reminder to the planning officer that the site sits within a conservation area. **b) PL/2025/09010** - Householder planning permission, 23 Linden Close, Ludgershall, Andover, SP11 9NP – The council resolved to accept this application and would like to stipulate that the aesthetic of the property is in keeping with the local area. **c) PL/2025/09057** - Full planning permission, Unit 7a, Brydges Court, Castledown Road, Ludgershall, Andover, SP11 9FT. – The council resolved to accept the planning application with no comments. **Office to action.**

311-25/26 5. Planning Decisions - **a) PL/2025/03179** - Householder planning permission, 147 Andover Road, Ludgershall, Andover, SP11 9LY **Approved with Conditions Noted.**

312-25/26 6. Chairmans Report –The chairman briefly updated the council and thanked the Wellington Academy for her invite to their Remembrance Day service. The Chairman also attended the church bells opening. And finished off by wishing everyone a very merry Christmas.

313-25/26 7. Reports From Outside Representatives – **a) Police** – No attendance report circulated – the council would like clarification on the patrols in Ludgershall and what consists as a priority patrol, as it has been noticed that there seems to be a lack of police presence in Ludgershall lately. **Office to action b) Wiltshire Cllrs-** Cllr D Lumsden sent apologies, Cllr C Williams had nothing to report but would like to wish LTC and Ludgershall constituency a very merry Christmas **c) 26 Engr's WO1 H Brown** apologised for his absence, no report given Noted.

314-25/26 8. Reports from LTC's representatives – a) Memorial Hall – Cllr J Swallow provided a brief update, nothing new is going on and January will be the next meeting therefore the next memorial hall update will be provided in the February meeting. **Noted.** **b) Health & Wellbeing meeting report** Cllr SW Garmonsway provided an update from the meeting held on the 2nd December where various bodies provided updates on their work. The Tidworth Area Board – Health and wellbeing meeting minutes have been circulated **Noted.** **c) Youth Action Group** – Cllr S Garmonsway reported that the new CEO of the equine charity has been positioned therefore movement on the outreach program should progress **Noted.**

Wiltshire Cllrs C Williams left the meeting

315-25/26 9. Minutes of the FTC 10-11-25, FTC Co-Option meeting, 27-11-25 FTC Interim meeting 27-11-25 - for ratification. FTC resolved to ratify all three of the meeting minutes. Office to Action. The council discussed the action log and a couple of items are being updated **Office to action**

316-25/26 10. Bills for Payment – Cllrs questions were answered by office, total of **£35,617.49 Cllrs resolved to accept. Office to action.**

317-25/26 11. Correspondence – The council received a thank you from Wiltshire Cllr D Lumsden for match funding the SMASH project **Noted.**

318-25/26 12. Freedom of the town nominations – This item has been deferred.

319-25/26 13. New card reader and headphones – The council were updated by Cllr J Swallow on reasons for needing a new card reader and headphones at the meeting to help with events and renewal evenings running smoothly **Noted.**

320-25/26 14. New property report – a) Update and report - Cllr J Bowyer reported that paperwork from the solicitor is still being reviewed, with Cllr J. Bowyer and Cllr J. Swallow currently working through the documents. A counteroffer of £200 for the white goods within the property has been received. Following discussion, the Council resolved that the white goods would not be purchased unless the contract explicitly requires the Council to provide them. Should the contract state that white goods must be supplied, the Council agreed to purchase them for £200. This resolution was carried with 7 votes in favour and 2 against. **b) to vote on surveyor** - Following discussion, the Council resolved unanimously to engage a property surveyor. Cllr J. Bowyer will contact potential surveyors **c) electrics in new property** – Following discussion, the Council resolved to proceed with an electrical test of the property at the earliest opportunity, rather than waiting for the current report to expire early next year. This will ensure coverage for a new five-year period. The resolution was passed unanimously. Cllr J. Bowyer and Cllr J. Swallow were tasked with arranging the testing.

321-25/26 15. Office and desk space – The Council resolved to explore a review of the office layout and the potential engagement of a third party for design advice.

322-25/26 16. FTC to receive approved Policies from finance & Policy and adopt – The Staffing Committee approved the Performance Improvement Policy and the Absence Management Policy. Cllr P. Foreshew requested that these policies be endorsed by the Full Town Council, which was agreed.

323-25/26 17. Graveyard fencing and maintenance – this land needs to be cleared up; it is unsure who owns this ancient land and LTC have previously taken responsibility for maintenance of this area. Cllr J Walker to take photos and investigate its heritage, office to speak to Cllr M Howard to see if he would mind organising a working party to clear the area. **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.**

324-25/26 18. Replacement property and rent for Memorial Hall upkeep and discuss future caretaking and vote if necessary – Deferred to a later date.

325-25/26 19. Staffing Committee to provide an update and have endorsed some staffing activity – Cllr P Foreshew apologised for not sending a report in advance and then speaking by exception and noted it was because of my recent illnesses and being back in full time work trying to catch up on life. The Staffing Committee provided an update and

confirmed that several staffing-related matters to be endorsed. **Process Documentation Software** - The Committee approved the purchase of software to support staff in creating process documentation. It was noted that, due to the current absence of the Town Clerk, some activities do not have recorded processes or guidance. The software would allow processes to be captured and improve resilience during periods of absence or leave. The Full Town Council (FTC) endorsed the Committee's request for a budget headroom of £500 for this software. Cllr J. Swallow is leading on sourcing suitable options. **Training Provision** - The Committee approved the procurement of accounts to access a catalogue of training courses provided by the Mandatory Training Group. This will support staff in completing core training requirements (including DSE, Data Protection, and Health & Safety) and provide access to additional training such as minute-taking and Excel. The cost is approximately £40 per person plus VAT. Three user accounts will be required, with an administrative account provided at no charge. Procurement will take place in the New Year. It was noted that training would cover three categories: mandatory, role-essential, and role-desirable. FTC endorsed this approach. **Temporary Town Clerk / Office Support** the Committee discussed the need to secure additional support for staff during the Town Clerk's period of long-term absence and to assist with a likely phased return. It was noted that Local Council Authorities hold lists of locum Town Clerks who can provide support in completing RFO and Proper Officer duties. The Committee expressed that office staff have been managing under significant pressure and would benefit from additional experienced support. Research indicated that a locum/temporary clerk would cost approximately £25 per hour, and it was estimated that 15–20 hours per week for approximately six weeks may be required. FTC endorsed the proposed timeline, estimated hours, and indicative hourly costs. **performance Reporting** It was noted that to date this year no performance reporting activity had taken place, and with the absence of the Town Clerk the staffing committee are determined to undertake and ensure the staff were supported. FTC noted Christmas closure. The FTC were asked to close the office on Christmas Eve, this was not taken to staffing prior, in retrospect the Staffing Committee approved this request, it was asked that the office publish online and on the office entrance office closure details over the festive time. It was noted that the Council was approving office closure, and that if the staff wanted leave, they would be required to use annual leave or TOIL.

326-25/26 20. Agenda Points for next month – To be sent into the office 7 days prior to the next meeting

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

The next interim meeting has been cancelled.
 The next FTC meeting will be Monday 12th January 2026 at 7pm.

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