

# LUDGERSHALL TOWN COUNCIL



Minutes of the Full Town Council meeting held on 9th March 2026  
at 7pm at the Council Offices, 10-12 High Street, Ludgershall. SP11 9PZ

**Present:** Cllr J Bowyer – Chair, Cllr J Swallow, Cllr P Foreshew, Cllr M Smith, Cllr D Lansley-Smith, Cllr M Howard, Cllr M McCrum, Cllr J Walker, Cllr M Williams & Cllr S Garmonsway.

**Staff:** K Allingham- Town Clerk

**Reps:** Wiltshire Cllrs D Lumsden & C Williams (arrived 7.30pm), 26 Engr's W01 H Brown

**Public:** 2

**Absent:** 0

## **AGENDA ITEM**

**395-25/26 1. Apologies for Absence** – Apologies were received from Cllr I Beveridge & Cllr J Plews. Cllrs **RESOLVED to accept these apologies** under LGA 1972 Section 99 and Schedule 12, Paragraph 40.

**396-25/26 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.

**397-25/26 3. General Public** – No questions were received.

**398-25/26 4. Planning Application** – **a) PL/2026/01219** - Notification of proposed works to trees in a conservation area at 26 HIGH STREET, LUDGERSHALL, ANDOVER, SP11 9PZ T1 Cypress tree - Fell as damaging the boundary fencing and encroaching on parking bays and neighbours outbuilding. Standing in small garden it has outgrown. The committee discussed and decided they had no objections, all in favour. **Office to action.**

**b) PL/2026/00829** Full planning permission Erection of two of semi-detached dwellings and associated garages following earlier demolition of existing dwelling at 5 Pretoria Road Ludgershall, SP11 9PB. The committee discussed and decided they had no objections, but with one condition, that the mobile home that is on the land at the moment is removed on completion of the build, all in favour. **Office to action.**

**399-25/26 5. Planning Decisions** – None.

**400-25/26 6. Chairmans Report** –The Chairman reported that it had been another quiet month that mainly she had been working on the Medieval Street Fayre and Easter Disco. Looking for a new property re Memorial Hall. **Noted**

**401-25/26 7. To discuss Road Closure for the Medieval Street Fayre and costs involved** – the road management company that Ludgershall Town Council use have come up with 2 prices, option 1 is £1078.15+VAT which includes only 1 member of staff that will stay the day, and option 2 is £1608.66+VAT which includes 3 members of staff. 26 Engrs have offered 6 persons to assist. The second option will take the budget for road closure for 26/27 over by approx. £300, however, this can be covered at the end of the year. The committee discussed and voted to go with option 2, given more safety to all, by having more trained

personnel there. A suggestion is to see if a contractor would like to advertise by positioning their truck or lorry by the road closure points. **Office to action.**

**402-25/26 8. Reports From Outside Representatives – a) Police** – No attendance, report had been circulated prior to meeting **noted.** Cllr S Garmonsway updated the committee regarding a company who had a 44 tonne lorry go through the High Street/Castle Street 4 times in one day. The resident who is reporting this, has provided evidence which Cllr S G has forwarded to the Police & Crime Commissioner and Inspector Brewster who are taking it further. **b) Wiltshire Cllrs** – Report was circulated prior to meeting, Wiltshire Cllr D Lumsden, briefed the council on the Wiltshire council budget and what changes were going to happen to help to balance the first year. There has been a quick meeting to introduce the new Youth involvement and a face to face meeting is expected to be before Easter. Brief discussion re 7.5 tonne limit signage, there is still 1 missing to tell lorries to go around the roundabout at Drummond Park and return the way they came. Cllr S Garmonsway mentioned that she had been told today that there was to be a Road Closure (A338) on 20th March where they are diverting the traffic (including lorries) to the High Street/Castle Street, which is unacceptable. There could be major damage to the corner of the High Street and perhaps traffic jams. Ludgershall Town Council asked the Wiltshire Cllrs to take a look and please get help to change the diverted route away, with urgency. **Office to forward information** (from Facebook as no notification has been given to Ludgershall Town Council.

**c) 26 Engr's WO1 H Brown**, End of June to beginning of July the Sapper Games by all engineer units are being held. They will be sending teams to Swinton Barracks therefore there may be a higher presence of army in the Town over that period. RMP presence will be uplifted, and they will inform the pubs of this change. The Mayor +1 will be invited to a VIP dinners night evening 1<sup>st</sup> July. Later in the year 26 have the privilege of guarding Buckingham Palace and the Kings birthday, they will also be able to provide the same detail as last year for our Remembrance Parade and service. **Noted.**

**403-25/26 9. Reports from LTC's representatives – a) Memorial Hall** – No report received Cllr J Swallow reported that at the February meeting the Hall Committee are still waiting on 3 estimates for repair of the roof after the bad weather leak, Cllr J Swallow asked how the insurers were handling the claim. The hall committee were disappointed that they did not get their full amount of grant they had requested, however, Cllr J Swallow confirmed that Ludgershall Town Council's Grant fund had depleted, and that it was good to see how the Memorial Hall was thriving with all the bookings each month. **Noted.**

**Wiltshire Cllrs C Williams & D Lumsden left the meeting.**

**b) Health & Wellbeing meeting** – a report had been provided prior to the meeting by Cllr S Garmonsway, the committee discussed providing a disco for the elderly, if there was anywhere in Ludgershall to house a community fridge & that Bath, Salisbury & Winchester Hospitals are merging and will be called BSW. **Noted.**

**404-25/26 10. Minutes of the FTC 26th February 2026** - had been circulated for ratification. The Council were happy and all agreed to ratify but wanted it noted that minute number 414-25/26 should not have said no action needed. **Office to Action.** There were no questions on the Actions, Cllr S Garmonsway will pop to the office to go over a couple of items.

**26 Engr's WO1 H Brown left the meeting.**

**405-25/26 11. Bills for Payment** – Cllrs questions were answered prior to the meeting thanks to the Assistant Clerk, a couple of other questions were answered in the meeting, there is a total of £35,891.70 this month. Cllrs resolved to accept. **Office to action.**

**406-25/26 12. To Discuss Meeting Structure for new council year** – the new suggested structure had been circulated prior to the meeting, there was a discussion all appeared happy with one change to make the Town Plan committee bi monthly with an option to cancel a meeting if not needed, **noted.**

**407-25/26 13. To Agree Cemetery Fees for 2026-27** – the fees were discussed and it was proposed to keep the prices the same for 2026-27 all agreed with 1 abstention. **Office to Action and update paperwork and undertakers/stonemasons.**

**408-25/26 14. IT Implementation Proposal - a) Discuss proposal** Cllrs JS & PF – Cllr P Foreshew explained what was needed to get the new laptops ready for roll out. **b) Discuss immediate costs** – will be £2450 +Vat for the one off implementation **c) Discuss monthly (annual) costs** – the monthly costs will be £510 +VAT (annual £6120). LTC had put in a larger budget for IT costs, however not quite this much so next year's budget will go over. The council voted to accept the one off cost at b) and the new monthly costs at c), all in favour. **Office to action.**

**409-25/26 15. Update on new property** – all organisations that were involved with the purchase of the property that has now fallen through due to legal reasons have been informed. All Cllrs to actively look for a new property.

**410-25/26 16. To receive quote for cutting back carpark hedge** – the committee discussed the need for the work and agreed the quote of £120.64 +VAT, all in favour. **Office to action.**

**411-25/26 17. CCTV service – to discuss ageing receiver box in carpark area** – The committee discussed that this receiver box is old and when the 2 new cameras were added last year this appears to have reduced the storage capacity. The committee requested that the office get a quote for a new functional box. **Office to action.**

**412-25/26 18. FTC to receive approved Policies from Staffing and adopt –a) Supporting Attendance Policy with Improving Attendance Plan** – had been circulated prior to the meeting, all agreed to adopt. **Office to action.**

**413-25/26 19. Finance a) Latest balance sheet & income and expenditure report for noting only.** The reports had been circulated prior to the meeting. **The committee noted receipt. b) Chair of Finance to confirm the bank account balances with the cash book & signature have been completed.** Cllr J Swallow confirmed he had now signed the bank accounts balances up to end of January 2026. **The committee noted.**

**414-25/26 20. Update regarding Blachere Christmas Lights** – Following a meeting with Blachere, the Council have been sent correspondence, with an apology this was emailed out to council on 23rd Feb by CB, and a refund of £500 + VAT has been issued to us in recognition of the issues identified. **Noted.**

**415-25/26 21. To Discuss Parnham/Stonewater Tree/hedge line** – Cllrs J Bower & S Garmonsway are meeting the site manager next week, for confirmation. Update at FTC Interim meeting.

**416-25/26 22. Ludgershall Newsletter – a) Decide number of editions per year? b) decide first copy start date? c) Discuss budget d) Can a Cllr discuss with St James regarding the content not overlapping with the parish news?** All agreed to defer this item till the FTC Interim meeting.

**417-25/26 23. To Discuss Closed Church Yard Maintenance ITT** – The Clerk has met with Church Warden and has walked the church yard and understands the remit, a couple of details need to be checked before finishing the spec. Which will then be sent out to all Cllrs for confirmation before putting them on the website and out to contractors.

**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.**

**418-25/26 24. Staffing Committee to provide an update** – Report from Cllr P Foreshew  
Items to Note – new LTC branded fleeces are in and now being used. We discussed Performance Management activity, all staff have objectives set and recently had check ins, noting it is a short reporting year this year as started Oct/Nov and ends 30 Apr. The Clerk will review the staff use of their own vehicles and consider the needs and therefore the options regarding business insurance. Regarding Cllrs use of their own car for council business they can claim mileage, Ludgershall Town Council's rules have always been that the Cllr/staff member will give to the office a copy of their driving license, car insurance and confirm a current MOT is held. In the future a policy will be written to confirm this. We discussed training activity, and you will see on the calendar staff blocking out time to do this. A review of the calendar of policies is in process by Cllr P Foreshew and the Clerk and looking at the display on the Website. We discussed the ability to support initiatives such as 'take your child to work, day'. The Clerk is reviewing the initiative and our insurance to see if,

and how we could potentially support this. To be able to respond in better time we would like a budget agreed in advance and added to the staffing committee Terms of Ref, a max spend of £500 has been agreed by Staffing and this will be for items like Occ. Health reports, this would be fully auditable and advised to the FTC. The committee all agreed, the Clerk stated that when the new budget year started, she will ask for a resolution to transfer the £500 from one budget to this new one. **Office to action.**

**419-25/26 25. Agenda Points for next month** – To be sent into the office 7 days prior to the next meeting.

- **First Aid Course – Cllr M Smith**
- **Website Accessibility Statement**
- **Wiltshire Towns Programme – Fingerposts & maps – Cllrs J Walker & S Garmonsway**

There being no further business to discuss the meeting was closed at 20.52pm.

The next interim meeting is 26<sup>th</sup> March 2026.  
The next FTC meeting will be Monday 13<sup>th</sup> April 2026.

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