



TIDWORTH TOWN COUNCIL JULY 2023

Minutes of the Town Council meeting held on Tuesday 4<sup>th</sup> July 2023 at Castledown Business Park at 7pm.

<p><b>Attended</b>          Cllr's C Webb (in the Chair) (CW), H Jones (Vice Chair) (HJ), R Gregory (RG), P Hedge (PH), M Connolly (MC), M Anim (MA) L Coleman (LC), A Birch (AB), T Jones (TJ), A White (AW).          C Danso (CD) – 7.15pm</p> <p>C Lovell Town Clerk (CL)          WO1 J Clarke          Rev T Laudon          F Galvin</p>		<p><b>23/105 1. Apologies</b>  <b>Cllr Kofitia, Cllr Powell, Cllr Musikavanhu, Cllr C Moore, Cllr Wright</b>  <b>Cllr Pickernell</b></p> <p><b>Police</b>          Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.</p>
Item	Agenda Item	Action by
23/106	<p><b>2. Declaration of Interest</b>          None          (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).          Cllr Anim – agenda item 11</p>	
	<p><b>3. Guests</b>  <b>None attended</b></p>	
23/107	<p><b>4. General Public Questions</b>          WO1 Clarke advised that due to a shortage of personnel himself and the Garrison Commander were extremely busy.          Rev Laudon came along to advise that Rev Sue was moving on and invited everyone to join them at her last service at Holy trinity Church on 27<sup>th</sup> August 2023. He will be covering both Ludgershall and Tidworth for the time being.</p>	
23/108	<p><b>5. Minutes of June 2023 meeting</b>          Minutes of the Town Council meeting held on 6<sup>th</sup> June 2023 had been circulated.  <b>PH proposed that they were a true and accurate record, seconded by LC carried.</b>  <b>No matters arising</b></p>	
23/109	<p><b>6. Wiltshire Councillors Report</b>          MC provided the following report:</p>	

	<p>From next year support for children and families will change across Wiltshire. 21 hubs will be created across the county and support will be available from 0-19, or up to 25 for those with special needs. The hubs will be in community buildings, most likely in the library in Tidworth.</p> <p>This will mean the closure of the 10 remaining Childrens' Centres. It is not clear what will happen to the Windmill Centre in Tidworth, but he has suggested that the old nursery site should go back to being a nursery and the centre for children with special needs could be move to the Windmill Centre. Wiltshire Council have received the £398K from Persimmon for the River Bourne Corridor and it should have been received into the TTC account soon. A new explore Wiltshire app has been launched. It has seven towns on it so far. Not sure if more are being added.</p> <p>The consultation period for the allotments ended on 15 June. As expected, a number of objections came in on the last day or so. Overall, slightly more in favour than against. Unfortunately, most of the statutory consultees had not responded, which is disappointing, given that it is the same application as previous, other than a line on the map having changed slightly. It is assumed these consultees would have just sent the same responses again. The planning officer is chasing and is hoping to make a decision w/c 10 July.</p> <p>Tidworth Area Board is meeting at 5PM, Monday, 10 July at the café area of Tedworth Park, followed by a Health and Wellbeing Fayre with stalls.</p>	
23/110	<p><b>7. Mayors Report</b></p> <p>CW reported that having passed the RoSPA inspection the skate park opened on 22<sup>nd</sup> June and has proved very popular. Due to the popularity and good weather the volume of litter has been more than anticipated, however this should not be a long term problem once it is established on the Grounds Maintenance rota. She thanked the Councillors who have been going down a collecting rubbish. She also reported that the legal fees for the lease were not as much as originally thought so TTC have received a refund of £998.00. The official opening is 22<sup>nd</sup> July 2023, 12pm-4pm.</p> <p>On 24<sup>th</sup> June 2023 she attended the Tidworth Armed Forces Day (TAFD) she thanked the TAFD committee for the event which she enjoyed very much even if she had motorbikes jumping over her.</p>	
23/111	<p><b>8. Committee Reports</b></p> <p><b>Community Services</b> PH reported on a meeting held on 13<sup>th</sup> June 2023, minutes had been circulated and taken as read. <b>HJ proposed that they were a true and accurate record, seconded by PH, carried.</b></p> <p>Deer Crossing Signs -Further to the suggestion of a "Deer Crossing Warning" sign be placed going South, after Leckford Crossroads, towards Tidworth. Highways (LHFIG) have advised that this will cost approximately £500.00. <b>LC proposed that a Deer Crossing Warning sign be requested going South, after Leckford Crossroads, towards Tidworth up to a cost of £1000.00, seconded by RG, carried.</b></p> <p>Review of fencing both sides of the Bridge on Lahore Road (Hampshire Cross) - Several committee members have looked at this and have requested that Wiltshire are contacted as it is felt the fencing is unsafe.</p>	

	<p>Tidworth Area Environment Group, (TAEG) -Hedging has been planted to fill in the gaps at the Mortuary Chapel. Possibility of asking the group to help with cemetery.</p> <p>Reactive Team -All minor issues can be reported onto the My Wiltshire App and annotated “For the Reactive Team”.</p> <p>Traffic Survey Request - Traffic Surveys are being carried out for: Pennings Road, Windmill Drive, Perham Down to Station Road</p> <p>Requests for Waiting Restrictions - “no waiting at any time” on Pennings Road (A338) at the junction of the Hill Top estate. Reported on the App and requested double yellow lines also to LHFIG</p> <p>Highways - Requests for footpath Repairs/improvements.</p> <p>Permission has been requested for a new footpath on Wylve Road, from the Clarendon Nursery School gate to the road. Aspire are aware and seeking permission from the MoD for Wiltshire Council to install this on their land.</p> <p>River Bourne Corridor - Quotes have been received for “Warning” signs to be placed at the 4 main entrances to the corridor.</p> <p><b>PH proposed that 4 “Warning” signs are purchased and installed at a cost of £484.80 inc VAT from Sign Express, seconded by TJ, carried.</b></p> <p>Additional Waste Bin on Phase One side - there was a discussion as the bin that has been destroyed should be replaced. There are concerns that this will just happen again.</p> <p>Playparks - Connolly Way – The Council has agreed to place 1 x A3 Communication Boards, in the Connolly Way Park as a pilot scheme. This will be reviewed later, and consideration may be given to other parks.</p> <p>Asset Register - Had been circulated.</p> <p><b>MC proposed that the asset register including writes off’s is adopted for 2023/24, seconded by RG, carried.</b></p> <p><b>Community Engagement</b> LC reported on a meeting held on 20<sup>th</sup> June 2023, minutes had been circulated and taken as read. There were no questions. <b>AW proposed that they were a true and accurate record, seconded by LC carried.</b></p> <p>LC had been elected as Chair and herself and MC will represent the Committee at Projects.</p> <p><b>Cinema</b></p> <p><b>RG proposed the cost of £726.00 inc VAT for toilets from Loos2Go, seconded by PH, carried,</b></p> <p><b>LC proposed the cost of £180.00 +VAT for bins from Hills Waste, seconded by TJ, carried.</b></p> <p><b>Mortuary Chapel</b></p> <p><b>PH proposed the cost of up to £250.00 for flowers in the chapel, seconded by HJ carried.</b></p> <p>Brownies &amp; Scouts to be contacted about visiting the Chapel in the morning. Services to book annual clean.</p> <p><b>Halloween &amp; Summer</b></p> <p>The artwork for the digital treasure trail has arrived.</p> <p><b>Remembrance</b></p> <p>CW to speak to RBL</p>	
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23/112	<p><b>9. Staffing Committee</b>  Due to the Terms of Reference (ToR's) needing amending and members needing to be elected the Staffing Committee meeting did not go ahead. Amended TORs had been circulated.  <b>PH proposed that the amended Staffing ToR's are adopted, seconded by HJ, carried.</b>  <b>CW proposed that LC, PH and MC are elected as members of the Staffing Committee, seconded by HJ, carried.</b></p>	
23/113	<p><b>10. Co-options</b>  None received.</p>	
23/114	<p><b>11. S137 Requests</b>  A request from Wiltshire Carers Ludgershall Branch had been received, although the annual accounts had been received these were for the whole organisation, the members have asked for a breakdown of this group's finances and how many Tidworth and Perham Down residents attend.  A request of £800.00 had been received from Tidworth Zero Waste, this is to provide a fridge and or a location to store the food, it is currently being operated from home and not only is it a security concern a large amount of</p>	

	<p>food is having to be thrown away. Rev Laudon is happy to support the group and discuss the possibility of using the church hall for events.</p> <p><b>RG proposed that Tidworth Zero Waste are awarded a \$137 grant of £800.00, seconded by LC, carried.</b></p>	
23/115	<p><b>12. Grounds Maintenance</b></p> <p>In the current contract it states that there will be an annual uplift of 3%, plus any preceding expenditure incurred. However TTC were not expecting an increase of 168%.</p> <p>A breakdown had been requested from Tivoli and legal advice sought. Unfortunately a compromise agreeable to both parties has not been reached. Tivoli have given three months' notice to terminate the contract so it will end in October 2023.</p> <p>TTC feel that this is the best outcome as they cannot justify an increase of over £20,000. Services will go out to tender for approval at August's full town meeting.</p>	
23/116	<p><b>13. Civic Centre</b></p> <p>There had been a site visit 21 June to see the progress since the last site visit. The windows for the atrium really make a difference. The revised handover date is now 25 Oct 2023 as a three-week and four-day delay to the project mainly caused by the contamination issue has been accepted.</p> <p>The issue getting electricity through Aster land has finally been signed. Hopefully the work will be programmed for 6-7 weeks' time.</p> <p>The pre-occupation fire strategy has been completed. Quotes are now needed for the supply of fire extinguishers and blankets to place around sites suggested by the strategy. A fire risk strategy will be needed once the site is occupied.</p> <p><b>MC proposed that the Pre-Occupation Fire Strategy is approved, seconded by PH, carried.</b></p> <p>The specialist team think the Clerks of Works are the best they have known and are really impressed with the detail their reports go into. They are proving to be great value for money.</p> <p>LC reported that herself, CW, PH and CL had been to London to visit the show rooms of the furniture suppliers and had decided on colours and styles. A revised quote of £173,310 exc VAT had been received. There are still a few tweaks to be made to the order, but it should not increase the quote which is well under budget.</p> <p><b>LC proposed that the quote of £173,310 exc VAT from Elm furniture supplies is accepted, seconded by CW, carried.</b></p> <p>The shortlist for room names had been circulated and Councillors had been given a voting form.</p> <p>The top scoring names were Bourne, Sidbury and Ashdown for meeting rooms and Tedworth for the hall and Perham for the function room.</p> <p><b>CW proposed that the room names for the Civic Centre are Bourne, Sidbury, Ashdown, Tedworth Hall (A/B) and Perham Suite (A/B), seconded by MC, carried.</b></p>	

23/117	<p><b>14. Internal Audit/Year End Accounts/Annual Governance and Accountability Return (AGAR)</b></p> <p>Final Internal Audit had been circulated, there were no official recommendations, but the auditor had raised some issues mostly errors made by the accountants. The feedback given was that the Clerk's and TCC's processes were very good.</p> <p>The report had been circulated by CL with recommended actions.</p> <p>Financial Statements for 2022/23 had been circulated, MC and CL had noted some amendments needed and errors made, these have since been rectified by the accountant.</p> <p>Due to the amendments needed this meant that the previously approved AGAR was incorrect, as there would not be time for this to happen before the deadline of 30<sup>th</sup> June the external auditor advised that the amendments are made and initialled and approved at July's meeting (tonight).</p> <p><b>PH proposed that the Internal Audit Report with notes is accepted, along with the Financial Statements for 2022/23, also that the amended initialled and submitted AGAR is adopted, seconded by HJ, carried.</b></p> <p>Leadership will be reviewing the current accounting arrangements.</p>	
23/118	<p><b>15. Correspondence and Updates</b></p> <p><b>None</b></p>	
23/119	<p><b>16. Bills for Payment</b></p> <p>Bills for payment totalling £599,230.27 had been circulated.</p> <p><b>MC asked why there was a difference in the quote from Maverick and the amount paid, CL will look at the invoices and valuations.</b></p> <p><b>PH proposed Bills for Payment totalling £599,230.27 with the queried amount for Maverick amended if necessary be paid, seconded by LC carried.</b></p>	
23/120	<p><b>17. Date of next meeting</b></p> <p>1<sup>st</sup> August 2023</p>	<p>Agenda items to be submitted to the Clerk 7 days before the meeting</p>

There being no further business to discuss the meeting was closed at 8.25pm.

Agreed as a true record..... C Webb, Chair