

Minutes of the Annual Council Meeting held at the Town Hall on Monday 13 May 2024

Present Councillor A Brown (Chair)
Councillors S Abbott, H Belcher OBE, N Brakspear, J Brook, T Bush, T Ellis,
N Farmer, R Hopkinson, D Jarman, A Jones, A Mackie, R Munn,
A Thomas, G Ward, A White and R Williams

In Attendance Mrs K Gilby (Finance and Planning Officer)
Mrs M Jones (Head of Finance & Administration)
Sgt M Tripp (Wiltshire Police)

01/24 Apologies

Apologies had been received from Councillors J Roberton and G McCaffrey.

02/24 Election of the Chairman of the Council

Councillor H Belcher proposed that Councillor A Brown be elected as Chairman for the forthcoming Council year, seconded by Councillor R Hopkinson. There being no further nominations, it was:

Resolved

That Councillor A Brown be elected Chairman of Corsham Town Council for the forthcoming Council year.

03/24 Declaration of Acceptance of Office by the Chairman

Councillor A Brown accepted the Office of Chairman for the forthcoming year and signed the Declaration of Acceptance of Office.

04/24 Election of Vice-Chair of the Council

Councillor A Brown proposed that Councillor T Ellis be elected as Vice-Chair for the forthcoming year, seconded by Councillor A Thomas. There being no further nominations, it was:

Resolved

That Councillor T Ellis be elected Vice-Chair of Corsham Town Council for the forthcoming year.

05/24 Public Question Time and Petitions

There were none.

06/24 Declarations of Interest

To receive any Declaration(s) of Interest under Corsham Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

There were none.

07/24 Minutes of the Town Council Meeting held on 15 April 2024

Resolved

That the Minutes be approved as a true record and signed by the Chair.

08/24 Matters Arising from the above Minutes

There were no matters arising.

09/24 Policing and Community Safety

Sgt Tripp attended the meeting and gave the following report:

During April/May 76 crimes and 98 incidents had been reported compared to 157 crimes and 131 incidents in April/May 2023.

A burglary had been reported at Springfield Campus, no items were stolen, or any damage caused. On a separate occasion a purse had been stolen from the Campus.

An adult male had been arrested for being under the influence of drink and drugs whilst driving a motor vehicle and had been disqualified from driving. Two further adults had also been arrested for drink driving.

Criminal damage had been caused to a BMW in Priory Street; the tyres had been slashed.

There had been five motorcycle thefts and one attempted theft in Corsham. This was not just a local issue.

Councillors mentioned that the new 20mph limit in Neston was not being adhered to by some drivers, and that there was speeding in Katherine Park along the speed bumps. Police checks would be carried out in both locations.

10/24 Chair's Announcements

The Chair thanked officers for a successful Eco Fair on 20 April which had been a great success and enjoyed by many.

The Chair attended the Corsham Celebrates event and reported it had been well attended and an enjoyable evening.

11/24 Appointments to Committees, Working Groups and Panels, and Election of Committee Chairs and Vice-Chairs

The following appointments were made:

i) Appointment of Property and Amenities Committee (9 Members)

Councillors S Abbott
H Belcher
N Brakspear
J Brook
T Ellis
G McCaffery
J Robertson
G Ward
R Williams

ii) Election of Chair and Vice-Chair of the Property and Amenities Committee

Councillor H Belcher proposed that Councillor T Ellis be elected Chair of the Property and Amenities Committee for the forthcoming year, seconded by Councillor R Williams. There being no further nominations it was:

Resolved

That Councillor T Ellis be elected Chair of the Property and Amenities Committee for the forthcoming year.

Councillor T Ellis proposed that Councillor H Belcher be elected Vice-Chair of the Property and Amenities Committee for the forthcoming year, seconded by Councillor J Brook. There being no further nominations, it was:

Resolved

That Councillor H Belcher be elected Vice-Chair of the Property and Amenities Committee for the forthcoming year.

iii) Appointment of Community Services Committee (9 Members)

Councillors A Brown
T Bush
N Farmer
A Jones
D Jarman
R Munn
A Thomas
A White
R Williams

iv) Election of Chair and Vice-Chair of the Community Services Committee

Councillor A Brown proposed that Councillor N Farmer be elected Chair of the Community Services Committee for the forthcoming year, seconded by Councillor D Jarman. There being no further nominations it was:

Resolved

That Councillor N Farmer be elected Chair of the Community Services Committee for the forthcoming year.

Councillor N Farmer proposed that Councillor A Jones be elected Vice-Chair of the Community Services Committee for the forthcoming year, seconded by Councillor A White.

Resolved

That Councillor A Jones be elected Vice-Chair of the Community Services Committee for the forthcoming year.

v) Appointment of Finance and Administration Committee (9 Members)

Councillors S Abbott
H Belcher
N Brakspear
J Brook
T Ellis
R Hopkinson
A Jones
G Ward
(*one vacancy*)

vi) Election of Chair and Vice-Chair of the Finance and Administration Committee

Councillor R Hopkinson proposed that Councillor G Ward be elected Chair of the Finance and Administration Committee for the forthcoming year, seconded by Councillor S Abbott. There being no further nominations, it was:

Resolved

That Councillor G Ward be elected Chair of the Finance and Administration Committee for the forthcoming year.

Councillor G Ward proposed that Councillor S Abbott be elected Vice-Chair of the Finance and Administration Committee for the forthcoming year, seconded by Councillor R Hopkinson.

Resolved

That Councillor S Abbott be appointed Vice-Chair of the Finance and Administration Committee for the forthcoming year.

vii) Appointment of Accounts Sub-committee (4 Members + 2 reserves)

Councillors J Brook
T Ellis
N Farmer (reserve)
R Hopkinson
G Ward

viii) Appointment of Neighbourhood Plan Delivery and Monitoring Group (5 to 6 Members)

Councillors S Abbott
N Brakspear
T Bush
N Farmer
G McCaffery
R Williams

ix) Election of Chair of the Neighbourhood Plan Delivery and Monitoring Group

Councillor A Brown nominated Councillor S Abbott as Chair of the Neighbourhood Plan Delivery and Monitoring Group for the forthcoming year, seconded by Councillor N Farmer.

Resolved

That Councillor S Abbott be elected Chair of the Neighbourhood Plan Delivery and Monitoring Group.

x) Appointment of Community Awards Panel (4 to 5 Members)

Councillors H Belcher
G McCaffery
R Munn
A Thomas
A White

xi) Appointment of Staffing Panel (4 to 5 Members)

Councillors N Farmer
R Hopkinson
D Jarman
G Ward

xii) Appointment of Appeals Panel (4 to 5 Members)

Councillor H Belcher
G McCaffery
R Munn
A Thomas

xiii) Appointment of Strategic Planning Working Group (Up to 8 members)

Resolved

That Councillors A Brown, T Ellis, N Farmer and G Ward be appointed to the Strategic Planning Working Group as Chairs of the Council and Committees. In addition Councillors S Abbott, H Belcher, A Jones and R Hopkinson were also appointed to the group.

xiv) Appointment of Community Wellbeing Working Group

Resolved

That Councillors A Brown, T Bush, N Farmer, R Hopkinson, G McCaffery, A White and R Williams be appointed to the Community Wellbeing Working Group.

xv) Appointment of Environment Task Group (6 members)

Resolved

That Councillors S Abbott, T Bush, T Ellis, N Farmer, J Robertson and G Ward be appointed to the Environment Task Group.

xvi) Appointment of Public Realm Task Group (5 to 6 members)

Resolved

That Councillors S Abbott, H Belcher, N Brakspear, R Hopkinson, R Munn and R Williams be appointed to the Public Realm Task Group.

xvii) Appointment of Workshop Task Group (4 to 5 members)

Resolved

That Councillors S Abbott, H Belcher, A Jones, G McCaffery and G Ward be appointed to the Workshop Task Group.

xviii) Appointment of Town Transport Planning Group (5 to 6 members)

Resolved

That Councillors S Abbott, H Belcher, N Brakspear, A Brown, R Hopkinson, and G McCaffery be appointed to the Town Transport Planning Group.

xix) Appointment of Public Art Task Group (4 to 5 members)

That Councillors N Farmer, A Mackie, R Munn and G Ward be appointed to the Public Art Task Group.

xx) Appointment of Corsham Parish/Town 25th/125th Anniversary Group (4 to 5 members)

Resolved

That Councillors N Farmer, R Hopkinson, D Jarman and A Jones be appointed to the Corsham Parish/Town 25th/125th Anniversary Group.

xxi) Age-friendly Corsham (4 to 5 members)

Resolved

That Councillors A Brown, T Bush, T Ellis and R Hopkinson be appointed to Age Friendly Corsham Group.

12/24 Appointments to Outside Bodies

Resolved

That the following appointments to outside bodies be made for the 2024/25 Council year:

- i) Bath Spa University Liaison (3 to 5 Members + Council Chair) – A Brown, H Belcher, T Bush, N Farmer, R Hopkinson, D Jarman
- ii) Campaign to Protect Rural England (1 Member + 1 reserve) – N Brakspear and T Ellis (reserve)
- iii) Community First (1 Member + 1 reserve) – A White, T Bush (reserve)
- iv) Corsham Area Health and Wellbeing Group (1 to 3 Members) – A Brown, T Bush, G McCaffery
- v) Corsham Business Forum (3 Members) R Hopkinson, D Jarman and R Munn
- vi) Corsham Chamber of Commerce (1 Member + 1 reserve) – D Jarman, N Farmer (reserve)
- vii) Corsham Climate Action (2 Members) – J Robertson, T Bush
- viii) Corsham Connections (1 Member) – R Williams
- ix) Corsham for Walking (2 Members) – T Ellis, A White
- x) Corsham Local Highway and Footway Improvement Group (LHFIG) (1 Member + 1 reserve) – N Brakspear, A Mackie (reserve)
- xi) Corsham Local Youth Network (2 Members + 1 reserve) – A Brown, G McCaffery, A Mackie (reserve)
- xii) Corsham Railway Station Town Team (4 to 6 Members) – S Abbott, H Belcher, N Brakspear, R Hopkinson, R Munn and R Williams
- xiii) Corsham Schools Liaison Group (4 to 5 Members) – S Abbott, N Farmer, R Hopkinson, D Jarman, A Mackie
- xiv) Corsham Sports Forum (3 Members) – A Brown, R Hopkinson, A Jones
- xv) Corsham Twinning Association (1 Member + reserve) – A White, H Belcher (reserve)
- xvi) Corsham Youth Council (2 Members + reserve) – T Bush, N Farmer, R Munn (reserve)

- xvii) Corsham Youth Zone (2 Members + reserve) – S Abbott, A Jones, D Jarman (reserve)
- xviii) Dorset and Wiltshire Fire Service (1 Member + reserve) – G McCaffery, A Mackie (reserve)
- xix) Emergency Planning Volunteer (2 Members) – T Bush, N Farmer
- xx) Fairtrade (1 Member + 1 reserve) – J Robertson, T Ellis (reserve)
- xxi) Potley & Pockeridge Community Association (1 Member + 1 reserve) – J Brook, T Bush (reserve)
- xxii) The Pound Arts Trust Ltd (1 Member + reserve) – N Farmer, R Williams (reserve)
- xxiii) Rural Services Network – (1) A Thomas
- xxiv) Town Council Surgery (4 Members) – S Abbott, A Brown, R Hopkinson, R Williams
- xxv) Wiltshire Association of Local Councils and NALC (1 Member + reserve) – G McCaffery, R Munn (reserve)
- xxvi) Wiltshire Market Towns Forum (1 Member) – N Farmer

13/24 Correspondence

- i) Members Information Sheets Nos. 543 and 544 were noted.
- ii) Late correspondence – There were none.

14/24 Reports from Council representatives appointed to outside bodies

Councillor Farmer had attended a meeting at The Pound Arts Trust with Russ Tunney.

Councillor White reported that the Walking Festival ticket sales were going well. The Chair and Councillors were invited to the opening event on 7 June.

Councillor White reported that families from Jargeau were planning a visit on 25 to 29 October and that as many as 40 people could be coming. The Twinning Association were looking for hosts for the weekend.

Councillor Abbott reported that Fairtrade Corsham would like to invite Councillors to Fairtrade refreshments prior to the next Council meeting on Monday 10 June at 6.30pm as a thank you for the grant to support a visit by Patrick Kaberia, a Tea Farmer from Kenya.

Councillor Abbott informed Councillors that the community garden at The Pound was starting a working party on Wednesdays at 5pm through the summer.

Councillor Abbott informed Councillors that Corsham Climate Action were working with the Psychosynthesis Trust on a joint project to explore anxiety through nature. He also informed Councillors that the CCA Energy event in October had been cancelled.

Councillor Bush informed Councillors that the Same Difference Peoples Organisation was slowly moving forward. More support for the group was required. The next meeting would be held on 20 May at the Town Hall.

Councillor Jarman reported that the Business Breakfast meeting held on 26 April was well attended.

Councillor Belcher had attended the 2 Signal Brigade Flag Event on 16 April.

Councillor Belcher attended The Prayer unveiling on 3 May at The Pound Community Garden.

15/24 Minutes of the Finance and Administration Committee Meeting held on 17 April 2024

Resolved

That the Minutes be approved as a true record and signed by the Chair.

16/24 Matters Arising from the above Minutes

There were none.

17/24 Minutes of the Council (Planning) Meeting held on 24 April 2024

Resolved

That the Minutes be approved as a true record and signed by the Chair.

18/24 Matters Arising from the above Minutes

There were none.

19/24 Minutes of the Strategic Planning Working Group Meeting held on 1 May 2024

Resolved

That the Minutes be approved as a true record and signed by the Chair.

20/24 Matters Arising from the above Minutes

There were none.

21/24 Issues for Corsham Area Board Consideration (*Various Minutes*)

Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration. There were no new issues.

22/24 Authorisation of cheques and payments

Name	Amount
Salaries & Payments - CTC Staff	£29,849.16
Wiltshire Pension Fund - Pension Contribution for May	£10,525.39
HMRC - Tax & NI for May	£9,657.65
Methuen Hall Trust - Hire of Council Chamber and Town Hall for May Council Meetings	£680.00
Methuen Hall Trust - Half Yearly Grant	£34,600.00

Methuen Hall Trust - Hire of Town Hall for Community Meetings During March and April	£1,094.80
Travis Perkins - Safety Glasses, Trade Paint and Brushes, Osma Round Pipe	£47.94
Bob Child - Corsham to Lacock Cycle Route Maps	£675.00
Anywhere Deckchairs - Deckchair Hire for Taste of Corsham	£600.00
Amazon Business - Frames for Community Awards, HDMI Splitter	£77.52
Coppins - Silver Salver Mervyn Jackson Long Service	£355.00
Community First - Annual Subscription	£40.00
Advanced Metal Treatments - Shotblast and Powdercoat 5 x Bins	£1,200.00
Movie Makers Guide - Film Location Advert	£295.00
Rialtas Business Solutions Ltd - Omega End of Year Closedown	£1,980.00
Corsham Print - Storytown Booklets, Cycle Maps, Eco Fair Flag, Taste of Corsham Advert	£1,132.80
Carbon Footprint Ltd - Carbon Footprint Report	£3,060.00
RJT Groundworks - Removal of Capped Post in Gastard (For SID)	£120.00
Dawn Gorman - Delivering Reminiscence Sessions at Jargeau Court and Holton House	£2,000.00
The Corsham Bookshop - Eco Fair and Bee Trail Prizes	£72.00
J M O'Toole - Installation of Bike Racks in High Street	£1,482.62
Idverde - Toilet Cleaning Contract March and April, Marking Out Wildflower Areas	£3,086.18
Allens Hire - Glass Hire for Corsham Celebrates	£24.82
Woody's - Helper Food Eco Fair	£68.50
The Plant Kitchen - Helper Food Eco Fair	£100.00
Matthew Taylor - Busking at Eco Fair	£50.00
Newsquest - Advertising Eco Fair, Wiltshire Times Advertising	£613.38
Wiltshire Council - Free Parking 2023/24	£92,000.00
Wiltshire Council - Free Parking 2024/25 Part Payment 50%	£46,000.00
Wiltshire Council - Free Parking for Events x 3	£344.31
Wiltshire Association of Local Councils - Annual Subscriptions	£1,842.18
Iain Cotton - 'The Prayer' Sculpture, Design Procure New Plinth and Instal at The Pound Community Garden	£1,342.50
Pear Technology - Mapping for the Grounds Maintenance Contract	£114.00
Great West Way - Year 1 Great West Way Destination Investment	£2,422.80
Simply Sweepers - Street Cleaning Zone 3 and Zone 4	£1,260.00
Corsham Patios and Fencing - Knee Rail and Posts at Centenary Garden	£2,196.00
Cricket Landscaping - 40% Deposit for Park Lane Plinth	£8,568.00
MM Forbes Eldridge - Environmental Theme Seeds of the Future Schools Project	£750.00
Freddie Barr - Busking at Eco Fair on 20/4/24	£50.00
Ultra Warm - Investigate no Water at Flat 2 Arnold House	£120.00
Dentons Directory - Advertising	£126.60
Milk and Tweed - Website Support and Hosting	£348.00
Galena Leadwork Ltd - Mayo Memorial Leadwork	£1,704.00
Corsham Area Heritage - Contribution Towards Electricity at Arnold House TIC	£1,398.30
Pound Arts - Eco Fair Activities Support and Room Hire, Catering for Sculpture Unveiling	£630.00
CVM Publishing Ltd - Advertising Taste of Corsham	£50.00

Charles Saunders - 1,000 Heavy Duty Black Bags for Grounds Team	£227.88
Your Wiltshire - Advertising In May Edition	£78.00
Fawns Playtime - Play Equipment Parts	£476.59
Thomas Brakspear - Mayo Memorial Repair Advice and Listed Building Consent	£560.00
Alarms and Electrical - Fire Extinguisher Service Arnold House and Guide Hut	£345.72
Community Heartbeat - Red Dynamo Torch for Defibrillator	£13.14
St John Ambulance - First Aid Support for Eco Fair	£126.72
Dragonfly Music - Busking 4 May	£50.00
Kompan - Play Equipment Parts	£217.84
Local Toilet Hire - Hire of Toilets for Street Fair	£432.00
Robert Fleming - Mayo Memorial Stonework Repair, Scaffold and Hoarding	£4,602.00
Workwear Express - Uniform with CTC Logo	£49.18
JACS (UK) Ltd - Bike Hoops for High Street and Liner for Post Mounted Bin	£1,261.20
Kingfisher Media Ltd - Advertising in Welcome to Wiltshire Guide	£588.00
Ben Powell - Busking 11 May	£50.00
EDF - Final Energy Bill for Flat 2 Electricity	£8.67
Auditing Solutions - End of Year Internal Audit	£480.00
Cheque	
Petty Cash	£204.01
Grants	
Corsham Running Club - Grant for Setting Up Youth Section	£1,680.00
The Pound Arts	£750.00
Wiltshire Air Ambulance	£490.00
Corsham Youth Zone	£750.00
Charge Card	
Marks and Spencer - Operation London Bridge	£19.99
Currys - Acer Monitor	£129.99
Project Skills Solutions - NRSWA Course	£312.00
Safe With Us - Heavy Duty Padlocks to Secure Bicycle Hoops in the High Street	£269.40
Sub total	£278,926.78
Cheques / Internet Banking Paid Outside of Meeting	
Goughs Solicitors - Legal Advice	£420.00
EDF Energy - Final Energy Bill Flat 2 Arnold House	£603.90
HMRC - Additional Tax and NI Payment for Leaver	£787.68
The Loaf Shack Bakery - Business Breakfast Catering	£140.00
FMG Repair Services - Excess and VAT Insurance Claim for Damage to WV68 OVO	£770.87
Employee 58 - Payment Due	£1,500.00
Payments Made by Direct Debit/Standing Order	
Water2Business - Standpipe at Springfield and Grove Road Allotments	£79.03
West Mercia Energy - Public Conveniences Electricity	£67.95
West Mercia Energy - Guide Hut Electricity	£70.46

UK Fuels - Fuel for Work Vehicles in March	£227.74
Hills Waste - Refuse Collections and Skip Exchange	£1,065.14
SGW Payroll - Monthly Payroll Processing	£88.56
Peninsula - Monthly HR and Health & Safety Advice	£1,654.72
Excalibur Bridge Solutions - IT Support and New Phone Installation	£1,475.24
Vodafone - One Net Mobile Telephones	£345.69
Viking - Stationery	£356.04
Mainstream Digital - Quarterly Line Rental	£45.00
SSE - Mobile CCTV Camera Electricity	£28.58
SSE - Electricity for Skatepark Lighting	£226.89
SUB TOTAL	£9,953.49
 TOTAL	 <u>£288,880.27</u>

The meeting commenced at 7pm and closed at 7.59pm. There were no members of the public present.

CHAIR

DATE