

Minutes of the Council Meeting held at the Town Hall on Monday 10 June 2024

Present Councillor A Brown (Chair)
Councillors S Abbott, J Brook, T Bush, R Hopkinson, D Jarman, A Jones,
G McCaffery, J Roberton, A Thomas, A White and R Williams

In Attendance Mrs M Jones (Head of Finance & Administration)
D Martin (Chief Executive)

In Attendance Online Councillor N Farmer

23/24 Apologies

Apologies had been received from Councillors H Belcher OBE, T Ellis, R Munn and G Ward.

24/24 Public Question Time and Petitions

There were none.

25/24 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.

26/24 Minutes of the Annual Council Meeting held on 10 May 2024

Resolved

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

27/24 Matters Arising from the above Minutes

There were no matters arising.

28/24 Policing and Community Safety

Sgt Tripp had sent the following report:

During May the local policing team had conducted 50 engagements within the community. These included the Corsham May Fair and Facebook Live question and answer session.

Operation Sceptre which was a national knife prevention campaign and test operation in Calne, Chippenham and Corsham had taken place. This involved officers and police cadets aged under 18 entering local stores in plain clothes and attempting to purchase a knife. The test was to see if they were challenged for ID. All stores in Corsham passed the test.

Operation Hotel Watch had taken place in the same local areas. This involved police cadets visiting local hotels with an older male police officer and attempting to book a room. The expectation of the hotel reception staff was to act on suspicions surrounding the circumstances, i.e. trying to pay with cash and requesting a double room. Hotels across the three towns failed the test, including two in Corsham. All hotel managers were pre-warned to highlight this operation to staff.

Other incidents included two males arrested for drink driving; female driver arrested on suspicion of driving whilst unfit to do so; a stolen motor vehicle and one driver's car seized for not having insurance. Four motorbikes were stolen from a business in South Street.

Keyless car thefts had taken place in the area. It was believed scanners were used to open the cars before stealing them. Wiltshire Police had been actively trying to encourage car owners to purchase a signal blocking pouch and ensuring keys are stored away from the car (not in a coat pocket or by a front door) when the car is parked at home.

On 22 June local police would be holding a bicycle and motorbike security session outside Springfield Campus.

Councillor Robertson has been dedicating her time as a Special Constable over the last few months supporting local police response teams.

29/24 Chair's Announcements

The Chair had attended Corsham Link and the Food Bank AGMs.

The Chair had attended the Calne Mayoral event and the Vice Chair had attended the Chippenham Mayoral event.

The Chair attended the D-Day 80th Memorial Service at the War Memorial on 6 June.

On 7 June the Chair had been invited to open the Walking Festival Event.

On 8 June the Chair attended Middlewick House Open Garden Event.

The Chair informed Councillors that his chosen charity for the coming year was Coppershell Animal Rescue.

30/24 Correspondence

- i) Members Information Sheet Nos. 570 and 571 were noted.
- ii) Late correspondence - An invitation had been received asking if Councillors would like to visit Glebe Farm in Lower Stanton St Quinton to see the statue of Sir George Dowty. A visit would be arranged.

Correspondence had been received from Origin 3 stating that their planning application for land at Bath Road, Corsham was being validated and asked if Councillors would like another pre-application meeting. It was decided that, if there was sufficient interest, then another meeting could be arranged.

31/24 Reports from Council representatives appointed to outside bodies

Councillor Thomas had attended the Rural Services Network Seminar.

Councillor Robertson said she hoped Councillors enjoyed the Fairtrade refreshments provided prior to the meeting as a thank you for the Town Council's continued support.

Councillor Robertson informed Councillors that the Community Garden at The Pound required volunteers to help on the first Saturday in the month.

Councillor White had attended the Walking Festival over the weekend and had reported a great event with over 266 people attending.

Councillor White informed Councillors that the Twinning Association had applied for a grant for the forthcoming event in October when Jargeau guests would be visiting Corsham. Hosts were still required for the weekend.

Councillor Hopkinson had attended the Corsham AFC event at Leafy Lane Sports Ground which had been well attended by young people and had been a very well organised event. Councillor Hopkinson reported that Corsham Running Club had now started a youth section.

Councillor Abbott mentioned that Corsham AFC needed more space for training and asked if, at the MOD Liaison meeting on 1 July, the MOD could be asked if local sports clubs could train at their facilities.

Councillor Bush had attended the Deaf/Disabled People's Organisation, Same Difference meeting.

32/24 Minutes of the Council (Planning) Meeting held on 15 May 2024

Resolved

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

33/24 Matters Arising from the above Minutes

There were none.

34/24 Minutes of the Community Services Committee Meeting held on 22 May 2024

Resolved

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

35/24 Matters Arising from the above Minutes

There were none.

36/24 Minutes of the Property and Amenities Committee Meeting held on 29 May 2024

Resolved

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

37/24 Matters Arising from the above Minutes

There were none.

38/24 Notes of the Council (Planning) Meeting held on 5 June 2024

The notes were noted.

39/24 Matters arising from the above Notes

There were none.

40/24 Minutes of the Corsham Youth Council Meeting held on 20 May 2024

The Minutes were noted.

41/24 Carbon Footprint Appraisal for 2023/24 – The Carbon Footprint report for 2023/24

The Carbon Footprint report had been considered.

Summary of Current Performance:

- Corsham's total market-based emissions are 29.46 tCO₂e with *location-based emissions of 30.50 tCO₂e*.
- The most significant emission source is electricity (market-based), accounting for 27% of Corsham's carbon footprint. The pie-chart on page 7 of the report shows natural gas as our highest market-based emissions at 25% (when Well to Tank emissions are included).

- The Council's Scope 3 supply chain emissions for the assessment period are 182.59 tCO₂e.

The Appraisal contains the following recommendations, with responses considered in *italics*):

- Begin to switch all sites to a 100% renewable electricity tariff. This would reduce your market-based electricity totals to zero. *RESPONSE: This refers to Arnold House. The Corsham Area Development Trust/TIC and other tenants will be asked to review their electricity suppliers with a view to moving to green energy tariffs.*
- Investigate opportunities to reduce site energy consumption across all sites through implementing regular energy monitoring and conducting an energy audit. *RESPONSE: The main energy reduction activity underway is the secondary glazing being installed at the Town Hall. This will be followed by refurbishment of the public conveniences which will include energy efficiency improvements. Energy use is monitored across all sites and further reduction measures are being explored.*
- Corsham should investigate promoting sustainable transport modes for employee commuting such as offering a cycle-to-work scheme or organising a sustainable travel day once a month for active commuting. Alternatively, facilitating a remote or flexible working policy will reduce the requirement for employees to commute altogether on certain days per week. *RESPONSE: The Town Council already offers a cycle-to-work scheme. Flexible working is available. A monthly sustainable travel to work day will be trialled in 2024/25.*
- Investigate swapping owned sites from gas-powered heating to sustainable alternatives. *RESPONSE: This applies to the Methuen (Town) Hall. Sustainable heating sources and grant funding are being explored. It will be challenging to accommodate heat pumps as the land surrounding the building is not in Council/Trust ownership.*
- Investigate the feasibility of all grounds team vehicles to switch to low-emissions vehicles. This could be either electric or hybrid vehicles with a low gCO₂e/km rating. *RESPONSE: It is suggested that a second electric vehicle is purchased in 2024/25 to replace one of the current vehicles. A third electric vehicle could replace another vehicle in 2025/26. A demonstration of suitable vehicles has taken place - further details will be available at the meeting. Recommendation: That a Kangoo E-Tech van be purchased to replace an existing diesel pickup at a cost of around £30,000+VAT. This can be funded from earmarked reserves for Grounds Equipment (EMR 359) and Environmental Projects (EMR 353).*
- Offset the GHG emissions created within this data period to become carbon neutral. *RESPONSE: The Town Council continues to see carbon offsetting as a last resort, to be carried out when it is not possible to reduce our carbon footprint any further through projects and improvements.*

The Environmental Officer has carried out a calculation to determine the amount of carbon that has been offset through tree and hedge planting schemes carried

out by the Town Council in the past five years. The Town Council has offset three tonnes of carbon per year through new planting. This would be enough to achieve the Town Council's Net Zero target if it cuts its overall emissions by 90% by 2030.

Resolved

That the Carbon Footprint responses be approved.

42/24 Health Care and Pharmaceutical Services for Corsham (*Minutes 286/23, 287/23 and others*)

- i) Further to the Council meeting on 8 April 2024, the Bath, Swindon and Wiltshire Integrated Care Board had responded to the Council's concerns regarding pharmacy provision and healthcare in Corsham.
- ii) Application to open a new Pharmacy in Corsham – The Town Council was being consulted on an application to open a new pharmacy in Corsham to provide better access for patients in Corsham, Rudloe and surrounding areas. This followed the closure of Boots in the Martingate Centre earlier in the year. The deadline for responses was 23 June 2024.
- iii) Meeting with Shaunaks – The Area Manager of Shaunaks had agreed to meet Town Council representatives, preferably in the afternoon, and not in a public meeting. A meeting with a representative from Shaunaks had been arranged for 26 June. If Councillors had any questions that they would like raised they should let the Head of Community Services know in advance.

Resolved

- i) That a letter be sent to NHS England supporting the application from Careplus Pharmacy Ltd to open a new pharmacy in Corsham.
- ii) That the Town Council's support be made public to local residents and they be invited to also write in support of Careplus's application.
- iii) That the Chair and Councillors Abbott and Thomas attend the meeting with Shaunaks, along with the Head of Community Services.

43/24 Community Banking Hub Update

A recent application for a banking hub for Corsham had been turned down by LINK, the organisation which deals with such requests. LINK's response was:

'LINK had undertaken a thorough review of the community including analysis of population data, vulnerability measures, current free access to cash, and the level of provision of banking facilities within the immediate area. Furthermore, we had visited the community in order to gain a more detailed understanding of the local circumstances. Our findings had been measured against set criteria given to us by Cash Action Group to ensure that all requests are treated equally and fairly. This can be found here <https://www.link.co.uk/initiatives/bank-branch-closures/>.

'Based on the findings of the review, it was determined that the current level of cash access provision was adequate for your community as it is close enough to the nearest bank branch according to the agreed criteria. Therefore, it is not deemed necessary to implement a new solution at this time.

'We understand that access to cash was essential for many people and are committed to ensuring that everyone had the means to manage their finances effectively. We encourage you to use our Cash Locator tool to find your nearest access point: <https://www.link.co.uk/consumers/locator/>

'We want to thank you for raising the request for a review with us. As we speak to people around the country, we are understanding more and more about how to best ensure that our communities' access to cash needs continue to be well served.'

The update was noted.

44/24 The Future of Visit Wiltshire (*Minutes 98/23, 41/23 and 225/22*)

Previous meetings had seen discussions regarding Wiltshire Council's decision to cut Visit Wiltshire's funding in the 2024/25 budget and the impact the loss of the organisation would have on the visitor economy of both Corsham and the wider county, particularly given the reorganisation of tourism in England and the recommendation for regional Local Visitor Economy Partnerships to be created. Without public funding, Visit Wiltshire was unable to create a Wiltshire LVEP and, as a result, would not be eligible for funding and support from Visit England. David Andrews, Chief Executive of Visit Wiltshire, had held a number of meetings with local town and parish councils and there was support for a Wiltshire LVEP funded, on a smaller scale, by these councils. Visit England was open to this idea and, at this initial stage, Visit Wiltshire was asking the town and parish councils for letters of support, confirming support and funding for a Visit Wiltshire-led LVEP, that the organisation can share with Visit England. Councillors were asked to approve the sending of a letter of support from Corsham.

Resolved

That a letter be sent to Visit Wiltshire supporting a Visit Wiltshire-led LVEP.

45/24 The Pound Arts Centre Working Group (*Minute CS 11/04*)

At the Community Services Committee meeting on 22 May 2024 the current challenges of running the Arts Centre had been discussed. It had been resolved to set up a working group to look at how the Town Council could further support The Pound.

It was recommended that a Working Group be set up comprising the current outside body representative and reserve, along with other Councillors. The task and finish group would consider current funding levels and other support, and make recommendations to a Committee or Full Council as appropriate.

Resolved

That a Pound Arts Centre Support Working Group comprising of Councillors Bush, Farmer, Jarman, Jones, McCaffery and Ward be formed.

46/24 Committee and Other Group Vacancies (*Minutes 11/24 and 12/24*)

Further to the Annual Council Meeting on 13 May there were opportunities to fill the remaining vacancy on the Finance and Administration Committee and vacancy on the Accounts Sub-Committee (reserve).

Resolved

- i) That Councillor Brown joins the Finance and Administration Committee for the remainder of the Council year.
- ii) That the Accounts Sub-Committee (reserve) vacancy be brought to the next Council meeting.

47/24 Communications Policy

The Town Council's Communications Policy, which includes the Social Media Policy, was under review by members of the Strategic Planning Working Group. Once comments had been received, an updated policy would be issued to all Councillors. If significant changes were proposed, they would be considered at the July Council meeting.

The update was noted.

48/24 Internal Audit Report (Final Update) 2023/24

A copy of the report from the recent audit visit was considered. The internal auditor had made one additional recommendation, '*R4 – The asset value to be reported in the AGAR at Section 2, Box 9 should be that as recorded in the Rialtas Asset Register.*' The following response was recommended: 'Section 2, Box 9 is correct. The Rialtas Asset Register report was produced after year end when the list had been updated to take into account two asset acquisitions and a disposal (supported by reports). In future the Asset Register will be produced and saved at year end as part of the closedown procedure.'

Resolved

That the report be noted and that the draft response to the Internal Audit Report (Final Update) 2023/24 recommendation R4 be endorsed.

49/24 Annual Return for the Year Ended 31 March 2024: Section 1

Annual Governance Statement 2023/24 – The Annual Governance Statement was considered.

Resolved

That the Annual Governance Statement 2023/24 be approved.

50/24 Annual Return for the Year Ended 31 March 2024: Section 2

Accounting Statements for 2023/24 – The Statements and supporting documentation were considered.

Resolved

That the Accounting Statements for 2023/24 be approved.

51/24 Annual Internal Audit Report 2023/24

A copy of the Annual Internal Audit Report signed by the internal auditor was considered.

Resolved

That the Annual Internal Audit Report 2023/24 be noted.

52/24 Councillor Vacancy, Corsham Pickwick Ward

A Town Councillor vacancy had arisen through the resignation of Alun Crockford. The Notice of Vacancy was being advertised from 7 June 2024. If, by 27 June 2024, a request for an election to fill the vacancy was made in writing to the Returning Officer by 10 electors from Corsham Pickwick Ward, an election would be held to fill the said vacancy, otherwise the vacancy would be filled by co-option. If an election was called, it would take place no later than 30 August 2024.

The update was noted.

53/24 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.

54/24 Authorisation of cheques and payments

Salaries & Payments - CTC Staff	£29,675.04
Wiltshire Pension Fund - Pension Contribution for June	£9,974.72
HMRC - Tax & NI for June	£9,599.67
Methuen Hall Trust - Hire of Council Chamber and Town Hall for June	£680.00
Methuen Hall Trust - Grant Towards Secondary Glazing	£50,000.00
Corsham Print - Amend Artwork for Summer Fete Poster, Electronic Advert for Taste, Wild Flower Signs, Taste of Corsham Banner and Corex Boards	£847.20
DYNO - Unblock Public Conveniences	£247.00
JH Jones - Erection of Bunting in High Street	£900.00

Wes Doors - Call Out to Arnold House Automatic Door and Inspection	£258.00
The Open Blue Trust - 12 Visits of the Open Blue Bus	£1,200.00
Dawn Gorman - Intergenerational Project Holton House/Jargeau Court/The Corsham School	£564.80
Idverde - Grounds Maintenance for April and May and Public Toilet Cleaning	£4,151.05
Bradshaw Electric Vehicles - Service Contract for Goupil	£826.80
Travis Perkins - Bulk Bag of Topsoil	£78.00
Al O'Kane - High Street Busking on 25/5/24	£50.00
First Aid for Less - First Aid Supplies	£85.39
Tracey Kelly - High Street Busking on 18/5/24	£50.00
Visit Wiltshire - Advertising on Visit Wiltshire Website 2024/25, Gold Partner Renewal	£1,966.80
Zurich Insurance - Annual Insurance Renewal	£8,506.78
Planks Dairies - Town Hall Milk Deliveries for April and May	£61.15
Simply Sweepers - Street Sweeping Area 1 and Waste Disposal	£1,847.10
Amac Window Cleaning - Bus Stop cleaning as per the schedule	£576.00
Konica Minolta - Photocopying Charges	£374.56
Wicksteed Leisure Ltd - Swing Joint Assembly for Swings and Paint for Play Equipment	£10,487.04
Wired Publishing West Wilts - Advertising Taste of Corsham	£192.00
Wiltshire Council - Bradford Road 40mph Speed Limit, Velly Hill Lining, Topographical Surveys	£2,988.53
Your Wiltshire - Advertising Taste of Corsham June Edition	£78.00
Wanna Face Paint - Face Painting at Taste of Corsham & Street Fair	£504.00
A T Graphics (Coach Tours UK) - Advert in June Issue	£300.00
Rural Services Partnership Ltd - Annual Tour Group Membership	£164.40
Cooke Automotive - Rear Lamp Units for Vehicle WV14 CYC	£264.00
Milk and Tweed - Website Support and Hosting	£348.00
Corsham Hardware - Equipment, Tools and Grounds Team Consumables	£241.26
Group Travel World - Advertising in Group Travel World Magazine	£300.00
Ultra Warm - Supply and Install a New Immersion Heater in Flat 2	£270.00
Wilts Publications Ltd - Advertising Grounds Team Leader vacancy	£211.20
Little Jack Horners Ltd - Taste of Corsham Stall Refund	£25.00
Sweets and Treats - Donna Tingey - Taste of Corsham Stall Refund	£25.00
Melksham Ground Care Machinery Ltd - Rotary Lawnmower Service	£145.64
Advanced Metal - 3 x Town Bins Refurbished	£720.00
Proludic - Aeroslide Parts for Play Area Slide	£56.40
Cliff Gater Quartet - High Street Busking 1/6/2024	£50.00
Cheque	
Petty Cash – Carried over to July	
Charge Card	
Annual Fee	£32.00
Light in the Box - Mobile Telephone Case	£12.23
Eventbrite - Booking Platform for Business Breakfast	£7.99
Emorsgate Seeds - Wildflower Seeds	£245.80
Novel Energy Lighting - Energy Bulbs for Arnold House	£99.53

Trainline - Train Travel to Bristol	£15.70
Wiltshire Council - TENS Licence for Summer Fete	£21.00
123 Registration - Renewal of Various Visit Corsham Domain Names	£230.23
Sub total	£140,555.01
Cheques / Internet Banking Paid Outside of Meeting	
Parrett Creations Ltd	£3,000.00
Payments Made by Direct Debit/Standing Order	
Water2Business - Public Conveniences	£1,816.57
West Mercia Energy - Public Conveniences Electricity	£77.49
West Mercia Energy - Guide Hut Electricity	£84.07
UK Fuels - Fuel for Work Vehicles in March	£380.53
Hills Waste - Refuse Collections and Skip Exchange	£957.18
SGW Payroll - Monthly Payroll Processing	£56.64
Peninsula - Monthly HR and Health & Safety Advice	£460.72
Excalibur Bridge Solutions - External Hard Drive, New Mobile Phone Contract, Monthly IT and Telephone Support	£3,207.39
Vodafone - One Net Mobile Telephones	£281.97
Viking - Stationery	£179.62
Mainstream Digital - Quarterly Line Rental	£104.40
SSE - Electricity for Skatepark Lighting	£111.77
PWLB - Loan Repayment	£21,648.13
SUB TOTAL	£32,366.48
 TOTAL	 <u>£172,921.49</u>

The meeting commenced at 7.00pm and closed at 8.30pm. There were no members of the public present.

CHAIR

DATE