

**Minutes of the Council Meeting held at the Town Hall on Monday 10 March 2025**

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

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

**In Attendance Online** T Bush

**234/24 Apologies**

Apologies had been received from Councillors A Thomas and L Waugh.

**235/24 Public Question Time and Petitions**

There were none.

**236/24 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.

**237/24 Minutes of the Council Meeting held on 10 February 2025**

**Resolved**

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

**238/24 Matters Arising from the above Minutes**

There were no matters arising.

**239/24 Policing and Community Safety**

Sgt Tripp attended the meeting and gave the following report.

Shoplifting had been committed in the Co-op; a female was arrested and charged with drink driving; a juvenile had been arrested for possession of a bladed article

around Springfield Community Campus, investigations were ongoing; criminal damage was caused to Springfield Community Campus toilets.

A Section 23 drugs warrant had been executed in Potley. Two males were arrested for being connected with the supply of Class A drugs. Two males were arrested for being in possession of false documents and were currently on remand in prison.

An attempted burglary and criminal damage had taken place in Long Close Avenue.

One male had been summoned to court following a series of reported anti-social activities and offences in Corsham town centre. Police were continuing to liaise with local businesses and members of the public to address the ongoing matter.

#### **240/24 Chair's Announcements**

On 14 February the Chair and Chief Executive visited Royal Wootton Bassett Town Council along with other local Chief Executives and Mayors. It had been an informative meeting.

On 17 February the Chair took part in the interviews for the position of Finance and Planning Officer.

On 18 February the Chair attended the 103rd birthday of a resident at Claremont Nursing Home.

On 20 February the Chair and Chief Executive attended a WALC town councils meeting held at Chippenham Town Council.

On 3 March the Chair attended a Community Wellbeing Workshop which included outreach work visiting local residents.

#### **241/24 Correspondence**

- i) Members Information Sheet Nos. 589 and 590 were noted.
- ii) Late correspondence – there was none.

#### **242/24 Reports from Council representatives appointed to outside bodies**

Councillor N Farmer had attended the Bath Spa University Liaison meeting and informed Councillors that the University had a new Vice-Chancellor.

Councillor A White reported that the Walking Festival brochures were available. Local primary schools were getting involved in the Festival by creating illustrated maps of their walks to school.

Councillor J Robertson reported that Fairtrade Corsham had visited Wadswick Green and given a talk to the residents. The Fairtrade group would be supplying refreshments at a future Council meeting and were planning to produce a Corsham Fairtrade chocolate bar later in the year.

Councillor T Bush informed Councillors of a Transformational Inclusion Symposium taking place at The Pound Arts Centre in September and asked Councillors to let her know if they would like to be involved.

**243/24 Minutes of the Council (Planning) Meeting held on 19 February 2025**

**Resolved**

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

**244/24 Matters Arising from the above Minutes**

There were none.

**245/24 Minutes of the Finance and Administration Committee Meeting held on 26 February 2025**

**Resolved**

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

**246/24 Matters Arising from the above Minutes**

There were none.

**247/24 Minutes of the Neighbourhood Plan Delivery and Monitoring Group Meeting held on 27 February 2025**

**Resolved**

That the Minutes be approved as a true record.

**248/24 Matters Arising from the above Minutes**

There were none.

**249/24 Review of Investment Strategy**

The Town Council was asked to undertake the annual review of its Investment Strategy for the new financial year. A copy of the Strategy and Policy had been circulated.

**Resolved**

That the Investment Strategy be approved and kept under review.

**250/24 Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Minute F&A 44/24*)**

At the Finance and Administration Committee meeting on 26 February 2025, it was reported that the annual review had been completed. There were no amendments

since the Financial Regulations were updated in July 2024. A copy of the current documents had been circulated.

### **Resolved**

- i) That, the Standing Orders, Financial Regulations and Terms of Reference be approved.
- ii) That the Terms of Reference be reviewed again later in the year following the local elections.

### **251/24 Town Transport Plan for Corsham 2025-2038**

A key priority of the Strategic Plan 2022-2026 was Transport and Highways, including implementing a sustainable Transport Plan for Corsham. The Plan had been produced by specialist consultants Urban Foresight, following extensive research and stakeholder engagement. The Plan included an action plan which identified where the Town Council should prioritise its investment and advocate for improvements. The action plan would be developed further and monitored by the Property and Amenities Committee.

### **Resolved**

- i) That, subject to minor amendments, the Town Transport Plan for Corsham be adopted.
- ii) That the Transport Plan be used by the Council, its Committees and its Working Groups to improve transport and highways throughout Corsham in a sustainable way.

### **252/24 Elections Update (*Minute 205/24*)**

Further to the update to the Council meeting on 13 January, the Chief Executive updated Councillors on the local elections on 1 May 2025. The Notice of Election was being published on 11 March. A drop-in session for potential candidates would be held at the Town Hall on Wednesday 12 March from 10am to 12noon.

The update was noted.

### **253/24 Issues for Corsham Area Board Consideration (*Various Minutes*)**

This regular agenda item asks the Town Council to identify issues for Area Board consideration and receive a Wiltshire Councillor update on key points covered at Corsham Area Board meetings. No new issues were identified.

The Chair updated Councillors on the Area Board meeting he had attended on 20 February at the Town Hall.

### **254/24 Authorisation of cheques and payments**

**Accounts for Payment - Corsham Town Council - 10 March 2025**  
**Online Banking Payments**

<b>Name</b>	<b>Amount</b>
Salaries & Payments - CTC Staff	£32,623.79
Wiltshire Pension Fund - Pension Contributions for February	£10,981.33
HMRC - Tax & NI for February	£10,815.05
Methuen Hall Trust - Hire of Council Chamber/Town Hall February	£710.00
Methuen Hall Trust - Hire of Main Hall for Smaller Meetings in January and February	£780.00
Royal Mail - Spring Newsletter Delivery	£608.75
Online playgrounds - Resin Wetpour Binder for Play Area Surfacing	£54.00
Simply Sweepers - Street Sweeping Zones 1 and 2	£1,566.61
Proludic - Wear Inserts for Springfield Swing and New Handles for Outdoor Gym Stepper, Sign	£270.08
Travis Perkins - Hardwood Plywood for Protecting Memorials in Cemetery when Gravedigging, Cleaning Materials for Playground Equipment, Grounds team items	£128.23
Pear Technology - 2 x PDF Map Prints	£57.00
The Corsham Bookshop - 2 x Copies of Witchstone Ghosts Book for Local Schools Project	£14.39
Matthew Tett - Corsham Story Prize Planning/Admin/Co-ordination	£300.00
Idverde - Grounds Maintenance, Toilet Cleaning, Grass Cutting at Park Lane	£4,485.60
Ashridge Trees - Fruit Trees for Park Place Allotments	£225.03
Charles Saunders - Refuse sacks	£232.44
Corsham & Box Matters - Advertising 12 months, Wildlife Volunteer Flyer	£470.00
Corsham Print - Poppy Leaflets, Eco Fair Advertising Materials, Corsham Brochures, Taste of Corsham Banners and Signs	£1,089.00
Wiltshire Council - Free Parking for Second Half 2024/25	£46,000.00
JR Tree and Land Services - Works at Park Place Allotments	£37,715.46
Visit Wiltshire - Group Travel Trade Membership	£372.00
Leaffield Environmental - Post Mounted Litter Bin x 2	£184.80
J H Jones - Gravedigging	£500.00
Konica Minolta - Photocopier Charges	£295.42
JKH Masonry - Garden of Remembrance Memorial Cleaning	£714.00
GTW Media - Advertising	£330.00
Your Wiltshire - Advertising	£78.00
Milk and Tweed - Web Hosting and Support	£396.00
Melksham Groundcare Machinery Ltd - Service Mower and Strimmer	£340.25
Wessex Tree Consultancy - Pictor Close Tree Survey	£1,240.00
Wiltshire and Bath Air Ambulance - Middlewick Open Garden Event Sponsorship	£200.00
The West Wilts Magazine - Advertising	£126.00
Ms T Boughey - Eye Examination/Lense Contribution	£85.00
The Play Inspection Company - Playground Inspections	£1,029.60
Huck Nets - Parts for Rope Swing	£297.79
MB Bells - Two Floodlights at Guide Hut, Investigate Heater Issue	£361.24

Eibe - Carousel Bearing	£471.96	
Ultrawarm - Landlord Safety Certificate Flat 1 Arnold House	£180.00	
Cooke Automotive - Van Service Isuzu	£405.20	
C&C Tree Services - Tree Works at 10 Locations in the Parish	£37,308.00	
South Yorkshire Housing Assoc - Travel Reimbursement - Good Practice Mentor Training	£88.80	
Inclusive Intergenerational Dance - Area Board Match Funding Age Without Limits Day	£580.00	
The WI Inspiring Women - Area Board Match Funding for Corsham Poppy Project	£447.73	
<b>Cheque</b>		
Petty Cash	£102.78	7827
<b>Charge Card</b>		
No Invoice Received		
<b>Sub total</b>	<b>£195,261.33</b>	
<b>Cheques/Internet Banking Paid Outside of Meeting</b>		
There were none		
<b>Payments Made by Direct Debit/Standing Order</b>		
West Mercia Energy - Guide Hut Electricity for January	£132.77	
West Mercia Energy - Electricity for Public Conveniences for January	£70.29	
UK Fuels - Fuel for Work Vehicles	£119.80	
Hills Waste - Waste collection and skip exchange	£1,375.15	
SGW Payroll - Monthly Payroll Processing x2	£60.48	
Peninsula - Monthly HR and Health & Safety Advice and Face2Face HR Advice	£832.72	
Onecom - Monthly IT and Telephone Support	£1,351.95	
Vodafone - One Net Mobile Telephones	£342.18	
Vodafone - Additional Monthly Invoice	£171.47	
Viking Direct - Stationery	£266.80	
Mainstream Digital - Line rental	£64.80	
<b>SUB TOTAL</b>	<b>£4,788.41</b>	
<b>TOTAL</b>	<b><u>£200,049.74</u></b>	

### Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.00pm and closed at 7.50pm. There was one member of the public present.

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CHAIR

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DATE