

Minutes of the Council Meeting held at the Town Hall on Monday 14 November 2022

Present	Councillor S Abbott (Chairman) Councillors H Belcher, N Brakspear, J Brook, A Brown, A Crockford, T Ellis, D Jarman, A Mackie, G McCaffrey, G Ward and A White
Attending online	Councillor J Robertson
In Attendance	Mrs M Jones (Head of Finance & Administration) D Martin (Chief Executive) Police Sergeant M Tripp (Wiltshire Police) Councillor D Walters (Wiltshire Council)

103/22 Apologies

Apologies had been received from Councillors N Farmer, R Hopkinson, M Jackson and R Williams.

104/22 Public Question Time and Petitions

A petition, signed by 388 people, had been received in support of redesigning the skate park at Springfield Recreation Ground. It was recommended to refer the item to the Property and Amenities Committee.

Two people spoke in support of the petition.

105/22 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.

Councillor A Mackie declared a non-pecuniary interest in the skate park petition, which was discussed, as a member of her family had organised the petition.

106/22 Minutes of the Town Council Meeting held on 10 October 2022

Resolved

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

107/22 Matters Arising from the above Minutes

Minute 96/22 – Open Letter from Ukrainians of Wiltshire - The Chief Executive had contacted Wiltshire Council and the MP with regards to the Ukrainian open letter

asking what support they were giving to the Ukrainian Refugees. He had not had a response. The Chief Executive would contact them again.

Minute 95/22 – 20mph Limit Review - The 20mph speed limit scheme in Neston was progressing whilst concerns about the Corsham proposals were still being discussed.

108/22 Policing and Community Safety

The new Sergeant for Corsham, Sgt Tripp, attended the meeting and introduced himself. PC Adam Naish would also be joining Community Policing Team covering Corsham.

Sgt Tripp updated the Town Council on a recent distraction burglary in Corsham. Local police intelligence had identified the alleged culprit. Drug activity at Springfield and local information had led to the suspected culprits being identified. Speeding in Corsham was being monitored and prosecutions would take place. The Remembrance Parade in Corsham had gone very well.

109/22 Chairman's Announcements

On 25 October the Chairman attended the Corsham Climate Action group meeting.

On 5 November Corsham Climate Action group visited West Mill Wind and Solar Farm.

On 7 November the Chairman attended the Sports Forum meeting.

The Chairman reminded Councillors that the Chairman's Surgery drop-in sessions had restarted on the Friday prior to each Council meeting.

The Chairman reported that the Remembrance Day Service went very well. It had been well attended by the military, local organisations, and the community.

The Chairman reported that the Tourism and Events Officer had asked for Councillors to contact her as soon as possible if they can volunteer to help at the Christmas Lights switch-on.

110/22 Correspondence

- i) Members Information Sheets Nos. 531 and 532 were noted.
- ii) Late correspondence – there was none.

111/22 Reports from Council Representatives Appointed to Outside Bodies

Councillor White reported that the Twinning event with Jargeau had gone well. Councillor White wanted to thank Councillor Belcher for her help over the weekend.

Councillor White had reported that a short video of the Walking Festival 2022 was on You Tube. She also reported that funding was required to create a new website.

Councillor Robertson mentioned Corsham Climate Action Energy Saving Event on 22 October had gone very well and that many people had attended. They were planning another event in September 2023.

Councillor Robertson reported that the Recycling Hub had been operating for one year. They had raised £1,946 for charity and collected over 1,800 bags of materials for recycling.

Councillor Robertson reported that Fairtrade had raised £120 by making teas and coffees at the Energy Saving Event.

Councillor Jarman informed Councillors that the quarterly business networking event would be on 15 November at Corsham Digital Mansion.

112/22 Minutes of the Community Services Committee Meeting held on 9 November

Resolved

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

113/22 Matters Arising from the above Minutes

There were none.

114/22 Notes of Recent Committee Meetings

The following notes of informal Committee Meetings had been circulated for information and comment:

Council (Planning) held on 12 October – noted

Finance and Administration held on 19 October 2022 – noted.

Finance and Administration (grants) held on 2 November 2022 – noted.

Council (Planning) held on 2 November 2022 – noted.

115/22 Draft Strategic Plan 2022-2026 (*Minute 90/22 and others*)

Further to the previous Council meeting, the draft Strategic Plan 2022-2026 was circulated. Once approved it would be professionally designed and published. Two minor amendments were suggested - the inclusion of influencing central government in the table of Town Council activity and adding consultation with residents. Regular monitoring reports would be produced.

Resolved

That subject to two minor amendments, the Strategic Plan 2022-2026 be approved.

116/22 Governance Arrangements

Further to the previous meeting where this item was deferred, Councillor A Crockford had requested that the Town Council discuss governance arrangements and decision-making.

A discussion took place on issues raised including how Councillors could request items to be discussed on agendas and the scheme of delegation. These would be included in the Councillor induction training.

117/22 Plastic Free Community Status

As part of the Town Council's commitment to Net Zero Carbon by 2030, the Corsham Climate Action Plan had a target of achieving plastic free community status by the end of 2023. A report by the Environmental Project Officer set out details of the scheme and the requirements for accreditation.

Resolved

- i) That Corsham Town Council supports Plastic Free Community Status and agrees to support all Plastic Free Communities initiatives in the area.
- ii) That Corsham Town Council pledges to act by example and remove single-use plastic items from its premises and operations.
- iii) That Councillor Robertson be appointed as the Town Council's Plastic Free Community representative, and Councillor Jarman be the reserve for the remainder of the Council year.
- iv) That a progress report be taken to Town Council each year.

118/22 Corsham Railway Station (*Minute 93/22 and others*)

Further to previous Council meetings, the Chief Executive reported that the Town Team met on 4 November. He also reported that the Strategic Outline Business Case was due to be submitted during week commencing 14 November. A decision on the bid was anticipated in the first quarter of 2023.

119/22 Vacancies on Committees, Other Groups and Outside Bodies

Further to the previous meetings and recent Councillor resignations, there were opportunities to fill vacancies on committees, other groups, and outside bodies. Any unfilled vacancies following the meeting could be filled at future meetings.

Resolved

That Councillor Ward be appointed to the Accounts Sub-Committee for the remainder of the Council year.

120/22 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. The following issues regarding use of Springfield Community Campus were raised for Area Board to consider:

- i) Town Councillors would like to know details of the Campus booking policy in respect of community and commercial use.
- ii) Whether there was a shortage of staff, in particular qualified swimming instructors.

121/22 Council Vacancies (*Minute 60/22 and others*)

There were two Town Councillor vacancies. These were for Corsham Ladbrook Ward and Corsham Pickwick Ward and could be filled by co-option. The vacancies had been advertised and two applications had been received. The applicants were Stephen Senior and Amanda Thomas.

Resolved

- i) That Stephen Senior be co-opted as a Town Councillor for Corsham Ladbrook Ward.
- ii) That Amanda Thomas be co-opted as a Town Councillor for Corsham Pickwick Ward.

122/22 Covid-19 Emergency Update/Recovery Plan (*Various Minutes*)

The Chief Executive updated Councillors on Covid-19 matters.

The Town Council had successfully returned to formal Committee meetings and had trialled a device called a Meeting Conference Owl to enable people to observe meetings remotely, albeit they would not be permitted to vote. It was agreed to purchase one of the devices.

123/22 Authorisation of cheques and payments

Online Banking Payments

Name	Amount
Salaries & Payments - CTC Staff	£27,618.17
Wiltshire Pension Fund - Pension Contribution for November 2022	£8,098.18
HMRC - Tax & NI for November	£6,054.15
Methuen Hall Trust - Hire of Council Chamber/Town Hall for November	£682.00
Methuen Hall Trust - Hire of Town Hall for Twinning, Energy Saving, Storytown, Health & Wellbeing Events	£511.00

Wiltshire Turf Supplies - Turf for Levelling Graves	£18.00
Dragonfly Music - Busking at Street Fair	£100.00
Deborah Tyler-Bennett - Storytown Corsham Event	£80.00
West Country Tree Services Ltd - Tree Surgery	£8,280.00
Mr K Kettlety - Helper Food for Street Fair x 9	£36.00
Wiltshire Council - Free Parking 8 October 2022 for Street Fair	£116.65
Corsham Print - Neston Street Plan, Street Fair Programmes and Stickers, Resizing Christmas Advert, Playground Signs x 3, Christmas Lights Poster	£653.60
Simply Sweepers Ltd - Street Sweeping Zone 3, 4 and 5	£1,363.20
The Festive Lighting Company - 4 x Snowflake Christmas Lights	£864.00
DCK Accounting Solutions - Prepare and Submit VAT Partial Exemption	£492.00
The Chelsea Magazine Co. Ltd - Advertising in Britain Attractions	£750.00
Katy Cawkwell - Storytown Storytelling at Corsham Regis School	£340.00
Allens Catering Equipment - 1 x Broken Glass at Corsham in Bloom	£3.63
Travis Perkins - Anchor Bolts Bench Repair, Clip for SID, Paint, Topsoil	£158.40
J H Jones & Sons - Grave Digging	£325.00
Richard Henley Plumbing - Public Conveniences Repairs	£2,477.89
Lister Wilder - Hire of Kubota High Dump Mower for Wildflower Areas	£582.00
Glasdon UK Ltd - New Countryside Seat for Meriton Play Area	£742.35
Idverde - Monthly Grounds Maintenance Contract, Hedge Cutting at New Cemetery and Public Convenience Cleaning	£3,647.30
Auditing Solutions Ltd - First Interim Internal Audit	£576.00
Askew Cavanna Architects - Architectural Surveys New Workshop	£2,184.00
Hartham Park Estates Ltd - Middlewick Allotment Water	£277.63
Alarms & Electrical - Fire Alarm Call-out, Replacement Device, Logbooks	£212.52
Arts and Health Southwest - 1 x Ticket for AHSW's Annual Conference	£35.00
Royal British Legion Poppy Appeal - 2 x Poppy Wreaths	£50.00
Media Clash Ltd - Advertising in Bath Life	£156.00
Peahen Publishing - Story Book Hunt and Peahen Workshop	£300.00
Dawn Gorman - Storytown Workshop	£150.00
Hardwick and Son's - 3 x Norway Spruce Christmas Trees	£324.00
M B Bells Ltd - Electrical Test/Inspection Guide Hut and Arnold House	£688.80
Youth Action Wiltshire - Ticket for Cllr A White Candlelit Carol Service	£20.00
Lauren Groves - Design, Creation and Hosting Storytown Website	£850.00
Wired Publishing (West Wilts Magazine) - Advertising in November	£186.00
Your Wiltshire - Advertising Christmas in Corsham	£78.00
Newsquest - Advertising Christmas in G&H Supplement	£119.23
Matthew Tett - Storytown Co-ordination 2nd Instalment	£1,000.00
Yandell Publishing - Advertising in Coaching Venues & Excursions Guide	£480.00
Screwfix - Christmas Lights Securing Fixings	£48.40
Johns Associates - Onsite Meeting Re Biodiversity Action Plan	£216.00
Boson Web with Milk and Tweed - Website Support/Web Hosting	£978.00
Inclusive Intergenerational Dance - Grant for Opening Doors Project	£2,000.00
Global Media Group - Advertising Free Parking Heart Radio 3 Months	£1,285.93
Sally Phillimore - Street Fair Stall Refund	£10.00

Amazon Business - Cook Books, Sweets and Coffee Cups	£181.14
Neston Memorial Hall - Hall Hire for Neston 20mph Consultation	£63.00
Online Playgrounds - Basket Swing	£895.00
Everbubbles - Memorial Plaque	£9.59
Public Policy Exchange - Delegate Fee	£118.80
Royal Agricultural University - Cross Cutting Course	£350.00
SLCC - Practitioners Conference, Tackling Climate Emergency Webinar	£543.00
Royal Mail Delivery - Newsletter Delivery	£569.91
IEMA - Annual Membership Renewal Beth Searle	£177.00
Corsham Area Heritage Centre - Arnold House Electricity	£156.44
Clarity Water Hygiene - Six Monthly Coldwater Tank Inspection/ Sampling at Arnold House Flats, Legionella Risk Assessments, Staff Training	£1,789.38

Grants

2nd Corsham Guides	£420.00
Corsham Rugby Football Club	£500.00
Corsham Area Development Trust	£500.00
St John Ambulance Wiltshire	£500.00
Corsham Community Club	£2,000.00

Cheque

Petty Cash	£148.89	7798
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Sub total

£85,141.18

Cheques/Internet Banking Paid Outside of Meeting

There were none

Payments Made by Direct Debit/Standing Order

West Mercia Energy - Guide Hut Electricity	£41.28
West Mercia Energy - Public Conveniences Electricity	£39.10
Excalibur - Monthly IT Support for September	no invoice
Hills Waste - Refuse Collections, Skip Exchange, Street Fair Bins	£1,130.42
Vodafone - Monthly One Net Mobile Telephones	£639.00
Water2Business - Allotment/Springfield Standpipe	£78.62
Mainstream Digital - Quarterly Line Rental	£41.40
Viking - Stationery Items	£334.70

SUB TOTAL

£2,304.52

TOTAL

£87,445.70

Direct Debits and Payments Taken and Reconciled in October

UK Fuels Ltd - Fuel for Work Vehicles	£338.06
Excalibur - Monthly IT Support for October	£896.66
Water2Business - Public Conveniences	£1,164.52
SGW Payroll - Monthly Payroll Processing	£56.64
Peninsula - HR & Health and Safety Advice	£439.19

Charge Card

Toolstation - Safety Boots	£49.98
Eventbrite - Webinar Training	£38.93
Dropbox - Annual Renewal	£95.88
Eventbrite - Local Councils Community Outreach Webinar Training	£38.93
Trainline - Chippenham to Paddington Mental Health Conference	£65.28
Square Space - Storytown Website Annual Payment	£134.40

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 9.24pm. There were two members of the public at the meeting, one in person and one online.

CHAIRMAN

DATE