

Minutes of the Council Meeting held at the Town Hall on Monday 14 October 2024

Present Councillor A Brown (Chair)
Councillors S Abbott, N Brakspear, J Brook, T Bush, D Jarman, A Mackie,
R Munn, J Robertson, L Waugh, A White and R Williams

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

In Attendance Online Councillor T Ellis, R Hopkinson and G Ward

121/24 Apologies

Apologies had been received from Councillors H Belcher OBE, N Farmer, A Jones, and A Thomas.

122/24 Public Question Time and Petitions

There were none.

123/24 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.

Councillor S Abbott declared a non-pecuniary interest in Agenda item 24 - Strategic Plan 2022-2026 Update as his wife ran a business in Corsham Town Centre. He remained in the room during the discussion and decision on the item.

124/24 Minutes of the Council Meeting held on 9 September 2024

Resolved

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

125/24 Matters Arising from the above Minutes

Minute 116/24 Update on Health Care and Pharmaceutical Services for Corsham –
It was reported that CarePlus Pharmacy Ltd had appealed the refusal of its application for a pharmacy in Corsham Town Centre. The appeal would be considered by NHS Resolution. Points discussed included the lack of consistency across different NHS bodies and the additional strain on GP surgeries due to

having only one pharmacy in Corsham. The Chief Executive would send a letter to NHS Resolution supporting the appeal.

126/24 Policing and Community Safety

Sgt Tripp was unable to attend the meeting. No report had been received.

A discussion took place regarding a community safety issue affecting residents and businesses in the town centre. There had been several recent incidents, and it was agreed to try to bring the relevant parties together to find a local resolution.

127/24 Chair's Announcements

The Chair had attended the Fairtrade event on 13 September and met Patrick Kaberia Muthaura a Fairtrade Kenyan tea farmer. The evening was a great success and was enjoyed by many.

The Chair attended the Corsham in Bloom Presentation Evening on 26 September.

The Chair attended the Silver Sunday event held at the Town Hall on 6 October. The event celebrated International Day of Older People.

The Chair attended the Skate Jam event at Springfield on 21 September. Funds were raised for towards a new skate park. Many young people and their families attended the event and had a great time.

The Chair attend the Business Breakfast on 1 October held at Hartham Park. He reported that the event had been well attended by many local businesses.

The Chair attended the Stone Trolleys unveiling at Pickwick/Park Lane on 7 October.

The Chair reminded Councillors that the Christmas Wishing Tree event was on 30 November and that if Councillors could volunteer to help, please let Head of Community Services know.

128/24 Correspondence

- i) Members Information Sheet Nos. 579 and 580 were noted.
- ii) Late correspondence – there was none.

129/24 Reports from Council representatives appointed to outside bodies

Councillor Robertson reported that the Fairtrade event had gone very well. She thanked the Town Council for its support of Fairtrade.

Councillor Robertson reported that Nikki Kenna was going to continue to be the co-ordinator for Fairtrade Corsham.

Councillor Robertson informed Councillors that the Corsham Climate Action group Apple Day at The Pound Community Garden went very well with several people attending to join in the fun.

Councillor White reported that Corsham Twinning Association was expecting 40 French visitors in October. A dinner would be held at the Town Hall on 27 October.

Councillor Jarman reported that approximately 40 people had attended the Business Breakfast meeting held at Hartham Park.

Councillor Brakspear reported that the Wiltshire CPRE publications had some very useful articles including information on Wiltshire Council's Housing Land Supply.

130/24 Minutes of the Community Services Committee Meeting held on 11 September 2024

Resolved

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

131/24 Matters arising from the above Minutes

There were none.

132/24 Minutes of the Council (Planning) Meeting held on 18 September 2024

Resolved

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

133/24 Matters Arising from the above Minutes

There were none.

134/24 Minutes of the Property and Amenities Committee Meeting held on 25 September 2024

Resolved

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

135/24 Matters Arising from the above Minutes

There were none.

136/24 Minutes of the Council (Planning) Meeting held on 9 October 2024

Resolved

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

137/24 Matters Arising from the above Minutes

There were none.

138/24 Minutes of the Neighbourhood Plan Delivery and Monitoring Group Meeting held on 5 September 2024

Resolved

That the Minutes be approved as a true record.

139/24 Matters arising from the above Minutes

There were none.

140/24 Minutes of the Corsham Youth Council Meeting held on 30 September 2024

The Minutes were noted.

141/24 Corsham Fire Service

Further to the September Council meeting the Chief Executive wrote to the Dorset and Wiltshire Fire and Rescue Service to ask for the rationale for reducing the number of fire engines in Corsham and to raise concerns about the lack of stakeholder engagement and consultation over the matter. The response suggested contacting Wiltshire Councillors who are the Fire Authority Members.

Since the removal of one of the two fire engines from Corsham took place, it had been reported in the press that there had been a fire in Corsham which received a delayed response due to the lack of a second fire engine.

Points discussed included: asking the Fire and Rescue Service to reconsider its decision; requesting a copy of any reports on which the original decision was based; lack of consultation with the Board of the Fire and Rescue Service meaning lack of democratic oversight, and difficulties in recruiting retained firefighters.

Resolved

To write to Dorset and Wiltshire Fire and Rescue Service covering the above points and asking them to reconsider their decision to reduce the number of fire engines based in Corsham.

142/24 Model Code of Conduct

The Town Council was asked to consider adopting a new Code of Conduct based on the Local Government Association model. The existing Code of Conduct was adopted in 2012 when Wiltshire Council had produced a model which most local councils in the county had adopted. Wiltshire Council had recently updated its own Code of Conduct.

Resolved

That Corsham Town Council adopts a Councillor Code of Conduct based on the Local Government Association Model.

143/24 Wiltshire Independent Remuneration Panel: Allowances Survey

The Independent Remuneration Panel was undertaking a review of city, town, and parish allowances within the Wiltshire unitary authority area. City, town and parish councils could choose to pay their members an allowance, known as a 'parish basic allowance', to recognise the time and effort Councillors put into their parish duties. They may also make an allowance available to its Chair. There was no obligation on councils to pay any allowances or for Councillors to accept an allowance.

No review of city, town and parish allowances had been undertaken in Wiltshire since the county became a unitary authority in 2009 and the Panel was looking to devise a standard scheme which towns and parishes could refer to. The Panel was circulating a survey to all city, town and parish clerks to understand the current position regarding allowances and to capture comments and suggestions.

It was highlighted that the 'parish basic allowance' cannot be paid to co-opted Councillors so, if implemented, it would result in a two-tier system.

Resolved

That the Chief Executive responds to the survey on behalf of the Council and that individual Councillors be invited to submit their own responses should they wish to do so.

144/24 Strategic Plan 2022-2026 Update (*Minute 71/24 and others*)

The seventh monitoring report, in the form of a RAG (Red/Amber/Green) the report and updated sheets had been circulated.

The update was noted.

145/24 Corsham Climate Change Action Plan 2022-2030 Update (*Minute 240/23*)

The Climate Change Action Plan (Appendices 1 and 2) had been reviewed and updated.

The update was noted.

146/24 Community Engagement Update

The second annual Community Engagement Update which summarises community engagement activity over the past year had been circulated. The level of engagement had been high and continues to be a key theme across the Town Council's wide range of services.

The update was noted.

147/24 Meeting with Sarah Gibson MP

The MP had requested a meeting with Town Councillors to enable her to listen to concerns, problems and opportunities which Councillors want to share and to discuss communication channels. The MP would prefer an informal chat as opposed to attending a Full Council meeting.

Resolved

That an informal meeting between Town Councillors and Sarah Gibson MP be arranged.

148/24 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.

It was suggested that a Councillor attend Area Board meetings to represent Corsham Town Council and feed back to the Council meeting items that had been discussed.

149/24 Authorisation of cheques and payments

Accounts for Payment - Corsham Town Council - 14 October 2024

Online Banking Payments

Name	Amount
Salaries & Payments - CTC Staff	£29,661.58
Wiltshire Pension Fund - Pension Contributions for October	£9,605.93
HMRC - Tax & NI for October	£9,175.08
Methuen Hall Trust - Hire of Council Chamber and Town Hall for September	£680.00
Methuen Hall Trust - Hire of Main Hall for Twinning Dinner	£128.00
Methuen Hall Trust - Hire of Main Hall for Silver Sunday Concert	£98.00
M B Bells - Christmas Lights Testing and Replacement of Skatepark Lights with LED	£1,878.00
SLCC - NPPF Webinar	£42.00
Amazon Business - Frames for Corsham in Bloom, Table Cloths for CIB, Covid Tests, 2025 Wall Planner	£187.07
The Plant Kitchen - Staff and Helper Meals at Street Fair and Taste of Corsham	£230.00
Online Playgrounds - Swing Seats and Chains	£567.80
DCK Accounting Solutions - VAT Partial Exemption Certificate	£558.00
Hogs Heaven - Staff and Helper Meals at Street Fair	£98.00
Parrett Creations Ltd - Lifesize primed white sheep	£780.00
Wiltshire Council - Job Vacancy Advertising	£210.00
Leafield Environmental - New Litter Bin	£390.00
Trevor Furness - Busking 27 August	£50.00
Mrs S Thomas - Reimburse for CIB Engraving, CIB Event Items, CYC Expenses	£215.60

Ms J Webb - Reimburse for Wine for Fairtrade Event	£71.40
Hartham Park Estates - Water at Middlewick Lane Allotments	£196.45
WALC - Elections Training	£48.00
Advanced Metal Treatments - Sandblast and Powdercoat Bench	£360.00
NALC - Decoding the Future of AI in Local Governance Webinar	£39.22
Zurich - Insurance Cover for Road Sweeper	£173.19
First Aid 4 Less - First Aid Kit and Supplies	£54.48
Idverde - Public Convenience Cleaning and Grounds Maintenance, Grass Cutting at Park Place Allotment Land	£4,460.40
Travis Perkins - Hazard Tape, Stanley Knife, Decorative Gravel, Topsoil, Fence Post, Heavy Duty Gloves, Hire of Crowd Barriers for Skate Jam, Safety Glasses	£499.46
Proludic - Play Area Parts	£125.59
Woods Business Services - Office Storage Cupboard	£495.60
Corsham Windband - Performance at Street Fair	£100.00
The Pound Arts Trust - People's Choice Prize, Street Fair and Taste of Corsham Performers	£1,200.00
Crust Lust - Helpers Food at Skatepark Jam	£213.00
Simply Sweepers - Road Sweeping Zones 1 and 2	£1,516.68
Woodys (Woodago Eco Solutions) - Street Fair Helper Food	£92.30
Lenny Osler - High Street Busking 21/9/24	£50.00
Tayplay Ltd - Wedge Bearing for Play Equipment at Neston	£1,349.54
Royal British Legion - War Memorial Maintenance	£90.00
Wicksteed Leisure Ltd - Supply and Install Pockeridge Site B Play Equipment	£23,295.19
Allens - Glass Hire for CIB	£33.91
Sarah Leigh - Reimburse Eye Test Fee	£59.90
Langley Nurseries - Summer Hanging Baskets, Planters, Hay Baskets	£4,237.20
My Skills for Life - Medical Cover for Christmas Lights Switch On	£270.00
J H Jones & Sons - Grave Digging x 2	£740.00
Station Road Garage - MOT Test and Repairs to Isuzu WV68 OVO	£336.58
No.3 The Deli - Lunch for Cirencester Town Council Visit x 9	£81.00
Milk and Tweed - Monthly Website Support and Hosting	£348.00
Olivia Thorndale - High Street Busking 26/9/24	£50.00
The West Wilts Magazine (Wired Publishing) - Advertising Free Parking October Edition	£126.00
Your Wiltshire - Advertising in October Edition	£78.00
Cricket Landscaping - Final Payment Park Lane Trolley Plinth	£8,416.00
Sarah Sambridge - Allotment Rent Refund	£43.00
Screwfix - Safety Boots x 3 Pairs	£132.97
Alarms and Electrical Ltd - Guide Hut Intruder Alarm Service	£108.00
Workwear Express - Protective Clothing for Grounds Team	£50.65
Lucent Halo Ltd - Business Breakfast Catering	£210.00
Urban Foresight Ltd - Park Payment Town Transport Plan Inspection Programme	£6,000.00
Addex Urban - Bags for Maxwind Road Sweeper	£54.00

Rise Trust - Detached Youth Work 3rd Quarter Invoice	£3,987.50	
Corsham Print - 8 x Signs for Ladbrook Lane and Lacock Road Cemetery 'No Plastic', Age Friendly Corsham Logo	£307.20	
Locksmart Ltd - New Lock for Public Conveniences	£118.00	
West Country Tree Services Ltd - Work to Overhanging Tree in Coppershell	£102.00	
Miles Tool and Machinery Centre - Dewalt Hammer Drill	£129.20	
Cheque		
Petty Cash - September and October	£216.32	7823
Charge Card		
Ebay - Rear Tail Light for Isuzu	£28.49	
Purple Guide - One Year Subscription	£30.00	
Wiltshire Council - Treatment of Wasps Nest	£82.00	
Grants		
ILD My Space	£1,867.50	
Corsham Youth Zone second instalment	£4,500.00	
Sub total	£121,728.98	
Cheques / Internet Banking Paid Outside of Meeting		
There were none		
Payments Made by Direct Debit/Standing Order		
West Mercia Energy - Guide Hut Electricity	No invoice	
West Mercia Energy - Electricity for Public Conveniences	No invoice	
UK Fuels - Fuel for Work Vehicles	£138.32	
Hills Waste - Refuse Collections, Skip Exchange, Street Fair Bins	£1,826.58	
SGW Payroll - Monthly Payroll Processing	£117.12	
Peninsula - Monthly HR and Health & Safety Advice	£460.72	
Excalibur Bridge Solutions - Monthly IT and Telephone Support	£1,082.76	
Vodafone - One Net Mobile Telephones Plus Additional Monthly Invoice	£398.06	
SSE - Electricity for Skatepark Lighting	£115.50	
Viking Direct - Stationery	£245.29	
SUB TOTAL	£4,384.35	
TOTAL	<u>£126,113.33</u>	

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.00pm and closed at 8.38pm. There were no members of the public present at the meeting.

CHAIR

DATE