

**Minutes of the Council Meeting held at Springfield Community Campus  
on Monday 8 July 2024**

**Present** Councillor A Brown (Chair)  
Councillors S Abbott, N Brakspear, J Brook, T Ellis, N Farmer, D Jarman,  
A Jones, A Mackie, G McCaffery, R Munn, J Robertson, G Ward and A White

**In Attendance** DC K Golledge (Wiltshire Police)  
Mrs M Jones (Head of Finance & Administration)  
D Martin (Chief Executive)  
M McCaffrey (Work Experience Placement)  
Sgt M Tripp (Wiltshire Police)

**In Attendance Online** Councillor R Hopkinson

**55/24 Apologies**

Apologies had been received from Councillors T Bush, H Belcher OBE, A Thomas and R Williams.

**56/24 Public Question Time and Petitions**

There were none.

**57/24 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.

**58/24 Minutes of the Council Meeting held on 10 June 2024**

**Resolved**

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

**59/24 Matters Arising from the above Minutes**

There were no matters arising.

## **60/24 Policing and Community Safety**

Sgt Tripp gave the following report:

During June the local policing team had conducted 45 engagements within the community. These included the Middlewick House Open Garden days, Corsham Primary School, Taste of Corsham, Careers Fair at The Corsham School, Springfield Bike Safe and Keyless Car Event, Corfest, D-Day Remembrance event and the Summer Fete at Springfield Recreation Ground.

Three Corsham males had been arrested in Bath on suspicion of motorbike thefts. There had been two keyless vehicle thefts of Land Rover Defenders in the local area.

Other incidents included: three shoplifting incidents at the Co-op; an attempted burglary at The Porch Surgery; a burglary at Asda garage where £900 was stolen; one male arrested for possession of an offensive weapon; one male sentenced for two years for supplying Class A drugs; two dog bite incidents in Corsham.

Sgt Tripp mentioned that DC Golledge and PC Neish had both received the Chief Constable Award.

## **61/24 Chair's Announcements**

The Chair, along with the Head of Community Services and Councillors Abbott and Thomas, had attended a meeting with the regional manager of Shaunaks pharmacy at the Town Hall.

The Chair escorted the judges who were judging the Corsham In Bloom entries for 2024.

The Chair would write a letter of congratulations to newly elected MP Sarah Gibson and ask her to support the Town Council on local issues including the Corsham Railway Station and to address the lack of pharmacies in Corsham.

The Chair informed Councillors that Councillor Bush had been unwell recently and would not be attending meetings for a few weeks. Councillors wished her a speedy recovery.

## **62/24 Correspondence**

- i) Members Information Sheet Nos. 572 and 573 were noted.
- ii) Late correspondence – Officers had received many positive emails from residents and stallholders thanking the Town Council for organising the Summer Fete at Springfield Recreation Ground. The Chair and Councillors thanked the Town Council staff for organising another great event for Corsham.

## **63/24 Reports from Council representatives appointed to outside bodies**

Councillor Ellis had attended the Walking Festival wash-up meeting. It was reported that 220 people had taken part in the walks. The walk to school, which local schools had taken part in, had been very successful and it would be repeated in 2025. Donations from the Walking Festival had been made to Wiltshire Air Ambulance and the Cotswold Wardens. The next meeting would be held on 12 September when next year's dates for the Festival would be discussed.

Councillor Robertson had attended the Corsham Youth Council meeting on 8 July where Fairtrade refreshments had been given to the young people.

Councillor Robertson informed Councillors that Corsham Climate Action would be holding a butterfly walk and a picnic at Beechfield Nature Area on 23 July.

Councillor Farmer had attended a meeting with Pound Arts and reported that ticket sales had improved.

Councillor Farmer attended the Kandu Arts Film Festival Judging at Wiltshire College.

Councillor Farmer attended the Town and Parish Local Planning Forum with the Chair.

Councillor Farmer had attended the Corsham Youth Council meeting on 8 July which was held at The Pound Arts Centre.

## **64/24 Minutes of the Finance and Administration Committee Meeting held on 19 June 2024**

### **Resolved**

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

## **65/24 Matters Arising from the above Minutes**

There were none.

## **66/24 Minutes of the Council (Planning) Meeting held on 26 June 2024**

### **Resolved**

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

## **67/24 Matters arising from the above Minutes**

There were none.

## **68/24 Minutes of the Neighbourhood Plan Delivery and Monitoring Group Meeting held on 20 June 2024**

## **Resolved**

That the Minutes be approved as a true record.

### **69/24 Matters arising from the above Minutes**

There were none.

### **70/24 Update on Health Care and Pharmaceutical Services for Corsham (*Minutes 42/24 and others*)**

*Application for a new Pharmacy* - Further to the previous meeting, a letter was sent to NHS England supporting the application from Careplus Pharmacy Ltd to open a new pharmacy in Corsham. This was shared on social media. NHS England had since written to all interested parties who made initial representations inviting them to comment on any of the representations made by others. Copies of the NHS letter and representations had been circulated with the Agenda. The deadline for comments was 10 July 2024.

*Meeting with Shaunaks* – Notes of the meeting with Shaunaks on 26 June 2024 had been circulated with the Agenda. These included action points for Shaunaks regarding management of queues and the possible interest in utilising space at the former Family Health Centre in Beechfield Road.

## **Resolved**

- i) To write to NHS England in response to the representations made highlighting a number of points including: residents' support for a new pharmacy; the need for an updated Pharmaceutical Needs Assessment, and Shaunaks' ability to meet demand for pharmaceutical services.
- ii) To contact Shaunaks later in the year for an update on their preparations for increased winter demand and queuing at the pharmacy.

### **71/24 Strategic Plan 2022-2026 Update (*Minute 285/23 and others*)**

The sixth monitoring report, in the form of a RAG (Red/Amber/Green) Report and update sheet had been circulated.

The update was noted.

### **72/24 General Data Protection Regulations (GDPR) Update (*Various Minutes*)**

Further to previous meetings, the Town Council's GDPR Consultant and Data Protection Officer (One West) had carried out its sixth annual audit of the Town Council's progress on GDPR and produced a Data Protection Compliance Report. The audit covered 13 areas. The Executive Summary Stated:

"The Town Council has slightly improved its position and continues to maintain a high standard of data protection compliance. The previous report noted some deficiencies in privacy notices and third-party management. Improvements have been made in those areas though they still require some minor adjustments.

However, this should not detract from an otherwise outstanding level of data protection compliance.

“As Corsham Town Council has consistently worked hard to meet data protection requirements some of the ongoing key improvements relate more so to the presentation of information to data subjects. This is primarily via its online presence. Whilst no issue is considered a failure or risk, Corsham has demonstrated that it can meet the basic requirements and should now consider the higher degrees of data subject interaction which in short enables them to exercise their rights with the minimal amount of difficulty.

“The Key priorities to focus on are.

1. Improving online presentation of data protection information.
2. Ensuring cookies are appropriately managed and website visitors are notified of their use.
3. Continuing to review third party contracts and meeting UK GDPR requirements.

“Risk Score: Following the visit, the Town Council was given a score for each of the above sections. These scores, when totalled, will have given the Town Council an overall risk score out of 100. Based on the findings of the visit, the Town Council has been given a risk score of 95%.”

Officers would produce a new GDPR Action Plan to address the recommendations.

The update was noted.

#### **73/24 Review of Financial Regulations (*Minute F&A 08/24*)**

At the Finance and Administration Committee meeting held on 19 June 2024, revised Financial Regulations, drafted in response to the new template produced by the National Association of Local Councils, had been considered. The Finance and Administration Committee recommended that the updated Financial Regulations, as presented, be approved by the Town Council.

#### **Resolved**

That the updated Financial Regulations be approved.

#### **74/24 Accounts Sub-Committee Vacancy (*Minutes 46/24 and others*)**

Further to the previous Council Meeting on 10 June there was still an opportunity to fill the remaining vacancy on the Accounts Sub-Committee (reserve).

The vacancy had not been filled and would be brought to the next Council meeting.

#### **75/24 Councillor Vacancy, Corsham Pickwick Ward**

A Town Councillor vacancy had arisen through the resignation of Alun Crockford (Corsham Pickwick Ward). No election had been called, so the vacancy could be filled by co-option. Notices of the vacancy had been advertised with a closing date of 5pm on Monday 5 August 2024. Should one or more applications be received, co-option could take place at the August Council meeting.

The update was noted.

## **76/24 Fairtrade**

Following the refreshments provided prior to the June Council meeting, the Fairtrade Group had offered to repeat the activity. The Group would also be inviting Councillors to the Town Hall reception for Patrick Kaberia Muthuara on 13 September 2024.

It was agreed that Fairtrade refreshments be provided prior to the August Council meeting and, possibly, following the December meeting.

## **77/24 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.

## **78/24 Authorisation of cheques and payments**

### **Accounts for Payment - Corsham Town Council - 8 July 2024**

#### **Online Banking Payments**

<b>Name</b>	<b>Amount</b>
Salaries & Payments - CTC Staff	£29,950.52
Wiltshire Pension Fund - Pension Contributions for July	£10,110.92
HMRC - Tax & NI for July	£9,802.41
Methuen Hall Trust - Hire of Council Chamber and Town Hall and July Council Meetings	£725.00
Methuen Hall Trust - Hire of Town Hall for Community Meetings During May/June	£390.00
Anywhere Deckchairs - Deckchair Hire Street Fair and Deposit	£780.00
Corsham Print - Visit Corsham Roller Banner, Eco Fair Flag, Taste Flag, Taste of Corsham Leaflets, Summer Fete Banners and Corex Boards, Business Cards, Skatepark Logo	£1,790.60
West Country Walling - Final Payment for Drystone Wall Repair at Middlewick Allotments	£4,722.00
Alex Alderson - High Street Busking	£50.00
Amazon Business - Recyclable Cups for Events, Coffee, Refillable Water Filter Cartridge	£77.32
Travis Perkins - Tarpaulin, Timber for Cemetery, Paint for Flat 1	£109.95
Robert Dyas - Pergola for Neston Recreation Ground	£503.94
Allens Catering Hire - Games, Tables, Benches for Taste of Corsham and Summer Fete	£1,080.00
Newsquest - Advertising Taste of Corsham and Summer Fete, Advertising in Living Magazine	£974.54

Public Policy Exchange - Revitalising Britain's High Streets Online Conference	£178.80
Woody's - Helper food at Taste of Corsham	£33.25
DLP Planning - Stage 1a Neighbourhood Plan Policy Report	£2,495.95
Simply Sweepers - Street Sweeping Zone 3 and 4	£1,318.92
Corsham Windband - Performance at Taste of Corsham and Summer Fete	£100.00
The Play Inspection Company - Timber Testing of the Monkey Bars at Katherine Park	£360.00
Inclusive Play Limited - Replacement Part for Play Equipment	£67.50
Corsham Patios & Fencing - Replace Handrail/Moor Park Steps	£768.00
The Local Look - Advertising in 3 Editions of Local Look	£612.00
James Creighton - PA System/Engineers for Taste of Corsham	£450.00
M M Forbes Eldridge - StoryTown Activity 'Seeds of the Future'	£750.00
Great West Way - Map Distribution at Travel Trade Show	£180.00
Idverde - Monthly Grounds Maintenance and Public Convenience Cleaning	£2,637.49
Setter Play - Replacement Ladder for Multiplay Unit	£84.94
Screwfix - Paint for Flat 1	£19.99
J Cozens (Everbubbles) - Memorial Plaque for Tree in Lacock Road Cemetery	£43.58
Proludic - Replacement Climbing Nets and Parts	£682.16
Online Playgrounds - Play Equipment Parts 4 x Seesaw Seats, 2 x Swing Seats, 1 x Spring	£779.60
R Woodsworth - Reimbursement for Skate Park Raffle Licence	£40.00
Planks - Milk Deliveries to Town Hall in June	£32.68
First Aid 4 Less - Vehicle First Aid Kit for New Vehicle	£43.86
The Brunel Shed - Repairs to Pergolas in the Centenary Garden	£500.00
Prepared Media Ltd - Advertising in South West Times	£150.00
C Tie (UK) Ltd - Reuseable Cable Ties	£61.97
Eibe Play Ltd - Play Equipment Pendulum Seat	£220.80
S J Aplin Playgrounds Ltd - Restabilising of Perch Rocker	£636.00
Broadleaf Grain Free Dog Food - Fete Stall Refund	£10.00
St John Ambulance - First Aid Cover for Taste of Corsham	£190.08
The Rise Trust - Youth Outreach Work 1st Quarterly Payment	£3,987.50
Greenway Training - Felling and Processing Chainsaw Course x 1 Delegate	£930.00
My Skills for Life - Emergency First Aid at Work x 2 Delegates	£154.00
Milk and Tweed - Web Hosting and Website Support	£348.00
Spindles Bike Hire - Hire of Ridgeback Electric Bike with Accessories for a Trial Period	£480.00
Your Wiltshire - Advertising in July Edition	£78.00
Johns Associates - Corsham Batscape Strategy Update	£3,360.00
West Country Tree Services Ltd - Urgent Tree Works to an Ash Tree at Southerwicks	£750.00
John Roberts - Sweet Misery Music Performance Summer Fete	£100.00
Hogs Heaven Catering - Helpers Food at Summer Fete	£168.00
John Sandford - Summer Fete Musical Performance	£50.00
The Last Baguette Theatre - Theatre Performance at Fete	£650.00

Starfish Publishing Ltd - Advert in Wiltshire Primary Times	£390.00
<b>Cheque</b>	
Petty Cash	£230.91
<b>Charge Card</b>	
Grants Online - Renewal	£96.00
Canva Pro - Annual Charge	£99.99
Autospeedwatch Ltd - Data Charges for Speed Watch Camera	£148.00
Organic Natural Paint - Lime Paint for Flat 1	£34.99
<b>Grants</b>	
Company for Christmas (F&A)	£500.00
Corsham Twinning Association (F&A)	£750.00
1st Neston and Box Scout Group (F&A)	£750.00
Wiltshire Music Centre Trust (CS)	£750.00
Corsham Wind Band (CS)	£2,000.00
Corsham Primary School (CS)	£1,000.00
<b>Sub total</b>	<b>£92,320.16</b>
<b>Cheques / Internet Banking Paid Outside of Meeting</b>	
Fish Brothers Swindon Limited - Deposit for New Electric Vehicle	£2,000.00
Gigaclear - Moving Fibreoptic Cable at Park Lane	£1,329.48
Royal Mail - Summer Newsletter Delivery	£605.04
<b>Payments Made by Direct Debit/Standing Order</b>	
West Mercia Energy - Guide Hut Electricity	£77.93
West Mercia Energy - Electricity for Public Conveniences	£74.77
UK Fuels - Fuel for Work Vehicles in March	£315.14
Hills Waste - Refuse Collections, Skip Exchange, Waste Collection for Taste of Corsham	£1,047.45
SGW Payroll - Monthly Payroll Processing	£56.64
Peninsula - Monthly HR and Health & Safety Advice	£460.72
Excalibur Bridge Solutions - Monthly IT and Telephone Support, Samsung Mobile x 1	£1,318.10
Vodafone - One Net Mobile Telephones	£397.54
Viking - Stationery	£201.36
SSE - Electricity for Skatepark Lighting	£115.50
<b>SUB TOTAL</b>	<b>£7,999.67</b>
<b>TOTAL</b>	<b><u>£100,319.83</u></b>

### Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.00pm and closed at 8.18pm. There were no members of the public present.

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CHAIR

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DATE