

Minutes of the Council Meeting held at the Town Hall on Monday 9 December 2024

Present Councillor A Brown (Chair)
Councillors S Abbott, H Belcher OBE, N Brakspear, J Brook, T Bush,
R Hopkinson, D Jarman, A Jones, R Munn, A White and R Williams

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

In Attendance Online Councillor G Ward

A minute's silence was held in memory of former Town Councillor John Bright who had sadly passed away. He had been a Corsham Town Councillor from 1964 to 2007 and was Chairman from 1967 to 1977.

168/24 Apologies

Apologies had been received from Councillors T Ellis, N Farmer, G McCaffery, J Roberton, A Thomas and L Waugh.

169/24 Public Question Time and Petitions

There were none.

170/24 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.

171/24 Minutes of the Council Meeting held on 11 November 2024

Resolved

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

172/24 Matters Arising from the above Minutes

There were no matters arising.

173/24 Policing and Community Safety

Sgt Tripp attended the meeting and gave the following report:

In October, the local policing team had been involved in community engagements. These included school visits to Heywood Prep, Corsham Primary and The Corsham School. These visits included talks on bullying and safety advice.

Officers also attended the Corsham Careers Fair and the local cub unit.

Local police incidents included: one male arrested for a motorbike theft; one Land Rover Discovery theft from outside a house in Corsham believed to be a keyless theft; drugs warrant executed in the town centre; one male arrested on suspicion of supplying a controlled drug, possession of a controlled drug and money laundering (he had been bailed pending investigation); two males arrested for drink driving and, juveniles arrested for drug offences in Corsham town centre following a plain clothes operation.

An attempted burglary at Coppins - two males in balaclavas had been spotted by a member of the public actively looking to force entry into the shop. Two males had been arrested.

Two house burglaries had been reported in rural areas of Corsham.

The Chair thanked the police and cadets for their help at the Christmas Lights Switch-On last Friday 6 December.

174/24 Chair's Announcements

On 20 November the Chair attended a presentation in the Town Hall of bat and bird boxes which had been made by The Brunel Shed dementia group. The boxes would be placed in nature areas around Corsham.

On 30 November the Chair attended the Wishing Tree event in the Chapel Garden. Many children made wishes to be hung in the tree.

On 4 December the Chair, along with Councillors Farmer and Ellis, judged the Christmas shop window competition.

On 6 December the Chair and Councillors helped at the Christmas Lights Switch-On. There had been a good turnout from residents and stallholders. The Chair thanked everyone involved for making the event such a great success.

On 12 December the Chair joined the online neighbourhood plan design guide training.

The Chair reminded Councillors that the WALC training would be held on 16 December at 7pm in the Town Hall.

175/24 Correspondence

- i) Members Information Sheet Nos. 583 and 584 were noted.
- ii) Late correspondence – there was none.

176/24 Reports from Council representatives appointed to outside bodies

Councillor Hopkinson and the Chief Executive had attended the Dorset & Wiltshire Fire and Rescue Service Presentation on 9 December.

Councillor White reported that Corsham Walking Festival had new committee members and that they had received sponsorship from AJB Funerals Ltd, The Methuen Arms and BCH Camping for the 2025 festival.

The Chair reported that CYZ was working towards The Rise Trust taking over the management of CYZ and that the handover was imminent.

177/24 Minutes of the Council (Planning) Meeting held on 20 November 2024

Resolved

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

178/24 Matters Arising from the above Minutes

There were none.

179/24 Minutes of the Property and Amenities Committee Meeting held on 27 November 2024

Resolved

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

180/24 Matters Arising from the above Minutes

There were none.

181/24 Notes of the Council (Planning) Meeting held on 4 December 2024

Resolved

That the Notes be approved as a true record.

182/24 Matters Arising from the above Minutes

There were none.

183/24 Minutes of the Corsham Youth Council Meeting held on 25 November 2024

The Minutes were noted.

184/24 Community Awards 2025

The Community Awards Panel members met on 29 November to review arrangements for the 2025 Awards Scheme. There would be minor changes, including emphasis on attracting a wide age range of nominees. The awards scheme would be launched in January in the Council Newsletter and have a closing date in early March 2025.

New award categories were being considered, including a Chairs Award and a Younger Persons Award. Councillors could nominate candidates, but members of the awards panel could not.

185/24 Positive Conduct Equals Positive Democracy Charter, Wiltshire Council (Minute 142/24)

Further to the Town Council adopting a new Code of Conduct at its October Council meeting, Councillors were asked to consider signing the Positive Conduct Equals Positive Democracy Charter produced by Wiltshire Council. This would be beneficial in the run up to the 2025 local elections. Wiltshire Council was supporting local Councillors and Clerks/Chief Executives to help Wiltshire be the leading county on promoting positive conduct and democracy.

Details, including a toolkit were available here:

https://www.wiltshire.gov.uk/media/9477/Positive-Conduct-equals-Positive-Democracy-Toolkit/pdf/Positive_Conduct_Equals_Positive_Democracy_Toolkit.pdf?m=1657200651497.

Wiltshire Council was encouraging local Councillors and Clerks/Chief Executives to sign up to its Positive Conduct Equals Positive Democracy Charter, to show their support and commitment to being a positive conduct ambassador in their role and embodying and promoting high standards in public life.

The Chief Executive would send the link to the pledge to Councillors. Councillors could send their responses direct to Wiltshire Council or to the Chief Executive to forward.

Resolved

That the Town Council fully supports signing up to the Positive Conduct Equals Positive Democracy Charter.

186/24 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.

Councillor Hopkinson informed Councillors that the Integrated Care Board (ICB) attended a recent Area Board meeting. There had been no update on the new

pharmacy or when the appeal would be heard. An update on the Family Health Centre was due in mid-March 2025.

The update was noted.

187/24 Authorisation of cheques and payments

Accounts for Payment - Corsham Town Council - 9 December 24

Online Banking Payments

Name	Amount
Salaries & Payments - CTC Staff	£41,064.72
Wiltshire Pension Fund - Pension Contributions for December	£14,249.58
Wiltshire Pension Fund - Pension Contribution Adjustment Employee 69	£111.27
HMRC - Tax & NI for December	£15,647.86
HMRC - Tax & NI Adjustment Employee 69	£221.43
Methuen Hall Trust - Hire of Council Chamber and T/Hall for November	£680.00
West Country Tree Services - Fell Willow Tree at Coppershell	£396.00
Ashridge Trees Limited - Trees for Coronation Hedge	£702.59
Minerva Publications - Corsham Advertising	£238.80
Amazon - Christmas Ornament Hanger Strips and Snowflake Stickers, Extension Socket for Christmas Lights, 4 x Mobile Phone Cases, Brochure Holder	£158.98
Simply Sweepers - Street Sweeping Zones 1, 3 and Waste Disposal, Gully Clearing	£2,210.82
Dawn Gorman - Hungerford House Project - Stories of Residents	£1,000.00
Travis Perkins - Bit Holders, Impact Driver Bits, Gravel, Anchor Bolts, Roofing Felt, Cemetery Marker Stones, Concrete Blocks for Stage	£184.56
Walcot Metal Fabrication - Fabrication of Bin Fascia and Repair of Cycle Rack	£117.60
Hy-TEX (UK) Ltd - Biodegradable Mulch Mat for Hedging at Neston and Other Sites	£153.00
Coppard Plant Hire Ltd - Telehandler for Installing Christmas Lights	£648.00
Idverde - Monthly Grounds Maintenance and Toilet Cleaning	£4,143.60
Corsham Print - Christmas Corex Boards, Christmas Cards, Logo Conversion	£312.00
Milk and Tweed - VAT Element of November Invoice 13511	£21.00
Commercial Washrooms - 2 x Multiflat Tissue Dispenser for Public Conveniences	£43.20
Huck Nets (UK) Ltd - Parts for Swing at Springfield	£48.19
Newsquest - Advertising Christmas in Corsham (Retail) and Lights Switch On	£595.24
Mirage Signs Ltd - 2 x Composite Signs for A Year in Nature and Florescence Art Projects	£180.00
My Skills for Life - Emergency First Aid at Work Nick Maggs	£77.00
Konika Minolta - Photocopier Charges	£336.52
Royal Mail Door to Door - January Newsletter Delivery	£607.07
Emma Webb - Rock Choir - Performing at Christmas Lights Switch On	£80.00

Rhino Roof Racks - Roof Rack for the Renault Kangoo Electric Vehicle	£189.06	
WES Doors - Service Automatic Door at Arnold House	£150.00	
HAGS - Fixings for Pockeridge MUGA Unit	£38.52	
Fry Stonework - Centenary Garden Wall Repair	£1,950.00	
Milk and Tweed - Website Hosting and Support	£396.00	
Neston News - Advertising in Neston News	£400.00	
Your Wiltshire - December Advertising in Your Wiltshire Magazine	£78.00	
Charles Saunders - 1,000 x Black Bags for Grounds Team	£227.88	
Wiltshire Tool Hire - Hire of Rough-Cut Mowers on 4 Occasions for Cutting Wild Flowers	£540.00	
Visit Wiltshire - Advertising in Visit Wiltshire Visitor Guides	£384.00	
JR Tree and Land Services - Part Payment for Park Place Allotments Creation	£14,078.86	
1st Aid for Fencing Ltd - Final Payment Anti Trap Bowtop Gates for Pockering Play Area	£981.67	
Mrs S Thomas - Various Items for Christmas Lights	£102.03	
West Wilts Magazine - Advertising	£198.00	
S J Aplin - Replacement Playground Parts and Fitting	£2,028.00	
First Call Heating and Plumbing Solutions - Replace Flush at Public Conveniences	£184.00	
Corsham Walking Festival - Annual Subscription	£90.00	
Global - Radio Advertising	£1,084.61	
The Bath Magazine - Christmas Shopping Advertising	£210.00	
Workwear Express - Grounds Team Uniform	£68.06	
SLCC - Membership Fee	£565.00	
The Pound Arts Trust - Public Art Project Curation Project Brief	£2,000.00	
A T Graphics Ltd (Coach Tours UK) - Visit Corsham Advert in Coach Tours UK 2025 Guide	£300.00	
Screwfix - Safety Work Boots	£49.99	
Fancy Entertainment - Father Christmas at Christmas Lights	£456.00	
Velicious - Staff and Councillor Refreshments at Christmas Lights	£240.00	
Cheque		
Petty Cash	£242.37	7825
Charge Card		
MiPermit - Parking Permit for Works Van for PC Roof Repairs	£75.00	
Albion Detection System - Induction Loop Test Receiver	£85.20	
Chew Valley Trees - Trees for Meriton	£192.00	
Ashridge Trees - Canes, Spirals and Mulch Mat	£237.55	
SP Pitch Care - Line Marking Paint	£27.42	
Grants		
The Pound Arts Trust - Grant for 2024/25 2nd Instalment	£2,000.00	
Sub total	£114,078.25	
Cheques / Internet Banking Paid Outside of Meeting		
The Pound Arts Trust - Christmas Trail	£4,500.00	
Defib Warehouse - New Battery for Defibrillator for Corsham Bowls Club	£346.80	
Employee 69 - November Salary Adjustment	£960.75	
West Country Tree Services - Fell Horse Chestnut in Bences Lane	£972.00	

Payments Made by Direct Debit/Standing Order

West Mercia Energy - Guide Hut Electricity October and November	£100.61
West Mercia Energy - Electricity for Public Conveniences November	£61.06
UK Fuels - Fuel for Work Vehicles	£98.21
Hills Waste - Waste collection	£524.47
SGW Payroll - Monthly Payroll Processing and Re-run of payroll	£88.56
Peninsula - Monthly HR and Health & Safety Advice	£460.72
Onecom - Monthly IT and Telephone Support	£1,094.76
Vodafone - One Net Mobile Telephones Plus Additional Monthly Invoice	£513.11
SSE - Electricity for Skatepark Lighting	
SSE - CCTV Electricity	
Viking Direct - Stationery	£291.53
PWLB - Loan Repayment	£21,648.13
Mainstream Digital - Quarterly Line Rental	£74.16
SUB TOTAL	£31,734.87

TOTAL **£145,813.12**

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.00pm and closed at 7.52pm. There were no members of the public present at the meeting.

CHAIR

DATE