

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

**Present** Councillor A Brown (Chair)  
Councillors S Abbott, H Belcher OBE, N Brakspear, J Brook, T Bush, T Ellis,  
R Hopkinson, D Jarman, G McCaffery, R Munn, J Robertson, L Waugh,  
A White and R Williams

**In Attendance** Mrs K Gilby (Finance and Planning Officer)  
D Martin (Chief Executive)

**In Attendance Online** Councillor A Mackie

**102/24 Apologies**

Apologies had been received from Councillors N Farmer, A Jones, A Thomas,  
and G Ward.

**103/24 Public Question Time and Petitions**

There were none.

**104/24 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.

**105/24 Minutes of the Council Meeting held on 12 August 2024**

**Resolved**

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

**106/24 Matters Arising from the above Minutes**

There were no matters arising.

**107/24 Policing and Community Safety**

Sgt Tripp was unable to attend the meeting but had sent the following report:

During August the local policing team had conducted 42 public engagements. These included a Rural Engagement Week where the local team used the newly acquired mobile Police van to visit surrounding villages. This kind of engagement gave the officers a chance to liaise with parts of the community who can sometimes feel isolated. The officers were on hand to offer crime prevention advice, information on community watch schemes and to speak with residents about their local concerns.

Recent incidents included: Four dwelling burglaries on the outskirts of Corsham. The suspects had forced their way into the properties by smashing windows/doors and stolen jewellery and other personal items. There had also been three dwelling burglaries on the outskirts of Chippenham whereby the suspects had forced entry and stolen jewellery. The Wiltshire Burglary Team were investigating these offences and working alongside bordering forces and agencies. The Police were as always requesting local residents to be extra vigilant and to call the Police if they note anything suspicious in their area.

One male had been arrested by the local team for a string of local shoplifting offences. He had been charged to appear in court and banned from attending the Corsham area. One male had been arrested following an attempted robbery of a bicycle from a youth in Corsham. No injuries were sustained by the victim. The investigation was ongoing. One male had been arrested for drink driving in the Corsham area. The male had been charged to attend court. One male had been arrested in the Corsham area for disqualified driving and possession of a controlled drug. The male had been charged to attend court. Three males had been arrested in connection with high value keyless car thefts. The investigation was ongoing but would involve incidents that had recently occurred in the Corsham area.

Councillor Robertson updated Councillors on her role as a Special Constable.

Councillor Ellis reported a number of speeding incidents. This would be followed up with the Police by the Chief Executive at their meeting later in the week.

Councillor McCaffrey reported that an 83-year-old male had been assaulted by a group of youths in the vicinity of Corsham Fire Station earlier in the day. There had been difficulties getting through on the 101 non-emergency number. The Chief Executive would bring this to the attention of the Police when he meets them.

The Town Council expressed their thanks for the assistance of the Police Cadets at the Street Fair.

### **108/24 Chair's Announcements**

The Chair felt that the Street Fair had been a fantastic day. He had spoken to several stallholders who had said the event had been a success and had been very well organised. The Town Council expressed its thanks to the Town Council team. The Head of Community Services had thanked Councillors who had volunteered on the day.

The Chair and Chief Executive had met with Sarah Gibson MP. Corsham Railway Station bid had been discussed and Sarah had agreed to be the sponsoring MP for the project.

The Chair and MP would be attending the next Business Breakfast to be held at Hartham Park on 1 October.

A Fairtrade Event was being held at the Town Hall on 13 September. The event was open to the public.

On 21 September, a Skate Jam was taking place near the Corsham Skate Park to raise funds for improvements to the existing skate park. Volunteers to assist with the event were requested.

The Corsham in Bloom Presentation Evening would take place on 26 September from 7pm.

On the 6 October, Celebrating Age Wiltshire were supporting an event at the Town Hall by providing live music. Volunteers were requested to assist with the event and refreshments.

#### **109/24 Correspondence**

- i) Members Information Sheet Nos. 577 and 578 were noted.
- ii) Late correspondence – there was none.

#### **110/24 Reports from Council representatives appointed to outside bodies**

Councillor Robertson thanked the Town Council for its support of Fairtrade. She also thanked the Head of Community Services for assisting with the organisation and the Chair for preparing a welcome speech. An African Day was planned for 5 October at the Community Campus.

Councillor White reported that the Twinning Association was expecting 30 French visitors in October. A dinner would be held at the Town Hall on 17 October.

Councillor White reported that the Walking Festival's AGM would be held on 3 October at The Corsham Club.

Councillor McCaffrey had attended a recent WALC meeting. Protection for Town and Parish Council invested monies was discussed.

Councillor Bush had met with Bath Spa University and discussed the Corsham Community App. It was hoped to have another meeting soon. The Same Difference group was meeting regularly.

Councillor Hopkinson reported that interviews for Transport Plan consultants had taken place on 9 September.

**111/24 Minutes of the Finance and Administration Committee Meeting held on 21 August 2024**

**Resolved**

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

**112/24 Matters arising from the above Minutes**

There were none.

**113/24 Minutes of the Council (Planning) Meeting held on 28 August 2024**

**Resolved**

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

**114/24 Matters Arising from the above Minutes**

There were none.

**115/24 Car Parking**

Since Wiltshire Council's new parking meters were introduced in August, complaints had been received about the effect it would have on school drop off and pick up, and for those using the car parks more than once per day.

Wiltshire Council's Parking Order states: 'Where the driver of a vehicle is required by any sign or notice displayed in a Parking Place to obtain and display a ticket to cover any free parking period, such ticket shall be obtained immediately on leaving the vehicle in the parking place from the Pay and Display Ticket machine referred to in Article 11, only one ticket to cover any free parking period may be obtained in any 24 hour period'.

The complaints and comments received included:

- No option to pay for a ticket in the same car park within 24 hours
- The parking meters were not user friendly/were over complicated
- Unclear instructions on machines
- Not being able to park twice could result in more traffic and parking on Lacock Road, especially around school drop off and pick up times
- Affordability, during a cost of living crisis
- Impact on child safety if additional vehicles were on the road
- Lack of parking enforcement in Lacock Road
- Limited number of parking passes given to the schools
- Free on-street parking was inadequate
- A school crossing patrol person was needed.

The Funding Agreement between the Town Council and Wiltshire Council for free parking in Corsham did not mention a time period which must elapse before a second free ticket can be obtained.

It had been suggested to Wiltshire Council's Parking Services Manager that consideration should be given to the return period being reduced and/or two one-hour free tickets per day being permitted. This might, however, have cost implications.

The Parking Services Manager had responded stating *'Customers should be able to purchase a ticket on the same day as using a free ticket. I have asked the supplier to check this.'*

*'My team have contacted the schools in Corsham to make them aware of the school permit scheme and we are moving at speed to issue as many as they need. This should address any concerns there.'*

Corsham's school terms began on 4 and 5 September 2024 and many of the issued had been resolved by Wiltshire Council's Parking Services Team.

Concern was raised about the accessibility and reliability of the new parking meters.

### **Resolved**

In her capacity as a Wiltshire Councillor, H Belcher would raise concerns mentioned by Councillors around the accessibility of the new parking meters with Wiltshire Council. She would ask if accessibility assessments had been carried out and whether the results could be shared.

### **116/24 Update on Health Care and Pharmaceutical Services for Corsham (*Minutes 70/24, 42/24 and others*)**

With reference to a letter and report by NHS England and the South West Pharmaceutical Services Regulations Committee, Bath and North East Somerset, Swindon and Wiltshire ICB had refused the application by Careplus Pharmacy Ltd to provide pharmaceutical services in Corsham town centre. The Town Council had no appeal rights.

Whilst this was extremely disappointing, para 10 of the Committee report stated that the SW CCHub Pharmacy Team would work with remaining pharmacies to ensure providers had planned for additional demand. Given the concerns raised during the consultation, it was agreed that the Pharmacy Team should raise this with Shaunaks Pharmacy as an operational issue.

In addition, a meeting was being arranged between the Town Council and Shaunaks as a follow-up to issues raised at the meeting held on 26 June 2024.

### **Resolved**

In addition to following up on previous issues with Shaunaks, to ask what plans they had in place to deal with the increased demand and queuing, and to suggest they provide customer feedback forms.

## **117/24 Corsham Fire Service**

It had been reported in the press that Dorset and Wiltshire Fire and Rescue Service was planning to reduce the number of fire engines in several towns, including Corsham. Corsham had two engines, and the plan was to remove one by the end of September 2024. This did not include the MOD fire engine which was primarily to protect MOD personnel and assets. The Town Council had been asked to consider the issue as a community safety concern.

Councillor Hopkinson had been in touch with the Chair of the Fire and Rescue Board and had highlighted the matter to the local MP. The situation had come about due to a lack of funding and also the fact that Corsham often did not have enough retained firefighters available to cover two engines.

Councillor McCaffrey, as the Town Council's Fire and Rescue representative, had submitted an enquiry to Dorset and Wiltshire Fire and Rescue Service and was awaiting details of planned meetings.

### **Resolved**

To write to 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.

## **118/24 Annual Governance and Accountability Return for the Year Ended 31 March 2024.**

The Annual Governance and Accountability Return had been audited and the Notice of Conclusion of Audit is being advertised on the Town Council's website. No issues or concerns had arisen. The Council thanked the Chief Executive and Head of Finance and Administration for their hard work.

### **Resolved**

That the external audit of the Annual Governance and Accountability Return be noted.

## **119/24 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.

## **120/24 Authorisation of cheques and payments**

Salaries & Payments - CTC Staff	£31,474.65
Wiltshire Pension Fund - Pension Contributions for August	£10,041.39
HMRC - Tax & NI for August	£10,150.81
Methuen Hall Trust - Hire of Council Chamber and Town Hall for August	£710.00

Methuen Hall Trust - Hire of Town Hall for Community Meetings in August	£345.00
Corsham Print - Street Fair Correx Boards, Vinyl Numbers, Skatepark Raffle Poster, Playground Signs	£334.80
Corsham Tyres - Fit and Supply New Tyre for sack truck	£31.85
PKF Littlejohn - Annual Governance and Accountability Annual Return 2023-24	£2,520.00
Cricket Landscaping - Trolley Plinth at Park Lance 2nd Payment	£6,426.00
Wiltshire Council - Room Hire at Campus for Council, Planning Meetings and Fete	£207.61
T & A Motors - MOT Test Goupil Vehicle EF21 YSK	£50.00
Amazon - Summer Trail Treats, Assorted Giant Games, Phone Case	£146.14
J H Jones & Sons - Gravedigging x 1	£500.00
Jack Peeters - High Street Busking on 10 August	£50.00
Idverde - Monthly Grounds Maintenance and Toilet Cleaning	£6,324.00
Royal Mail - Autumn Newsletter Delivery	£605.21
Woods Business Services - Office Chair	£294.00
Travis Perkins - Items for Refurbishing High Street Bins, Playground Repairs, Tarpaulins, Drill	£542.39
Simply Sweepers - Street Sweeping Zones 3 and 4	£1,484.76
Konica Minolta - Photocopier Charges	£439.36
My Skills for Life - Medical Cover for Skate Jam on 21 September at Springfield	£422.50
Cliff Gater - High Street Busking 24 August	£50.00
Mirage Signs Ltd - Plaque for Cotswold Sheep at Cross Keys	£60.00
Community Heartbeat - Rescue Safety Kit for Royal Oak	£19.14
Wicksteed Leisure Ltd - Supply and Install Pockeridge Site A Play Equipment	£42,068.87
Lan Services Ltd (Commercial Washrooms) - 2 x Hand Soap Dispensers for Public Conveniences	£48.00
Sebastian Hurlow - Potley Shipping Container Design and Paint	£400.00
Anya Beaumont Art - Design and Decoration of Litter Bin in Springfield	£1,532.95
Tracey Kelly - High Street Busking 17 August	£50.00
James Creighton (Roger Dean) - PA System and Engineers for Corsham Street Fair	£450.00
Visit West - Visit West Membership Renewal September 2024 to August 2025	£630.00
Proludic Ltd - Play Equipment Spare Parts for Springfield	£210.36
Hags - Paint for Play Area Fence at Pockeridge	£279.00
DLP Planning - Neighbourhood Plan Policy Scoping Report	£2,579.96
Amac Window Cleaning - Bus Shelter Cleaning	£576.00
Greenway Training - Telehandler Course	£438.00
Corsham Hardware - General Maintenance and Consumables June-Aug	£366.92
Complete Towbars Ltd - Supply and Fit Towbar	£500.00
Greenfix - Tree Root Barrier	£206.81
T F Slade - Vehicle Graphics	£438.00
Milk and Tweed - Web Hosting and Support	£348.00
Frederick Fry - Busking 31 August	£50.00

Sam Bernald Ross - Busking 27 July	£50.00
Your Wiltshire - Advertising	£78.00
Newsquest - Advertising Street Fair	£331.24

### **Cheque**

Petty Cash	£253.46
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### **Charge Card**

No Statement Received

### **Grants**

Golden Oldies	£300.00
Wiltshire Rural Music	£690.00
Wiltshire Bobby Van Trust	£490.00
Carer Support Wiltshire	£750.00
<b>Sub total</b>	<b>£127,345.18</b>

### **Cheques/Internet Banking Paid Outside of Meeting**

There were none.

### **Payments Made by Direct Debit/Standing Order**

West Mercia Energy - Guide Hut Electricity	£95.30
West Mercia Energy - Electricity for Public Conveniences	£75.30
UK Fuels - Fuel for Work Vehicles	£338.00
Hills Waste - Refuse Collections, Skip Exchange	£945.42
SGW Payroll - Monthly Payroll Processing	£56.64
Peninsula - Monthly HR and Health & Safety Advice	£460.72
Excalibur Bridge Solutions - Monthly IT and Telephone Support	No Invoice Received
Vodafone - One Net Mobile Telephones	£226.54
SSE - Electricity for Skatepark Lighting	£115.50
SSE - Mobile CCTV Electricity	£5.35
Mainstream Digital - Fibre to Cabinet Rental Quarterly Charge	£104.40
<b>SUB TOTAL</b>	<b>£2,423.17</b>

**TOTAL** **£129,768.35**

### **Resolved**

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.00pm and closed at 8.08pm. There was one member of the public present at the meeting.

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CHAIR

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DATE