

Minutes of the Annual Council Meeting held at the Town Hall on Monday 15 May 2023

Present Councillor H Belcher OBE (Chairman)
Councillors S Abbott, N Brakspear, J Brook, A Brown, T Bush, A Crockford,
T Ellis, N Farmer, R Hopkinson, D Jarman, A Mackie, G McCaffery, G Ward,
A White and R Williams

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

01/23 Apologies

Apologies had been received from Councillors M Jackson, J Roberton, S Senior and A Thomas.

02/23 Election of the Chairman of the Council

Councillor S Abbott proposed that Councillor H Belcher be elected as Chairman for the forthcoming Council year, seconded by Councillor A Brown. There being no further nominations, it was:

Resolved

That Councillor H Belcher be elected Chairman of Corsham Town Council for the forthcoming Council year.

03/23 Declaration of Acceptance of Office by the Chairman

Councillor H Belcher accepted the Office of Chairman for the forthcoming year and signed the Declaration of Acceptance of Office.

04/23 Election of Vice-Chair of the Council

Councillor H Belcher proposed that Councillor A Brown be elected as Vice-Chair for the forthcoming year, seconded by Councillor G Ward. There being no further nominations, it was:

Resolved

That Councillor A Brown be elected Vice-Chair of Corsham Town Council for the forthcoming year.

05/23 Public Question Time and Petitions

There were none.

06/23 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.

07/23 Minutes of the Town Council Meeting held on 17 April 2023

Resolved

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

08/23 Matters Arising from the above Minutes

There were no matters arising.

09/23 Policing and Community Safety

No Police Report had been received.

10/23 Chairman's Announcements

The Chairman reminded Councillors that the Town Council was apolitical.

The Chairman reminded Councillors that the MOD Corsham Community Liaison meeting would be held on Monday 22 May.

The Chairman reported that the Area Board Coronation Tea Party at Springfield Campus had been well attended and everyone enjoyed the celebration. Thanks went to the Co-op Supermarket and Corsham Primary School for their support.

11/23 Appointments to Committees, Working Groups and Panels, and Election of Committee Chairs and Vice-Chairs

The following appointments were made:

i) Appointment of Property and Amenities Committee (9 Members)

Councillors S Abbott
H Belcher
N Brakspear
J Brook
T Ellis
G McCaffery
J Robertson
G Ward
R Williams

ii) Election of Chair and Vice-Chair of the Property and Amenities Committee

Councillor H Belcher proposed that Councillor T Ellis be elected Chair of the Property and Amenities Committee for the forthcoming year, seconded by Councillor J Brook. There being no further nominations it was:

Resolved

That Councillor T Ellis be elected Chair of the Property and Amenities Committee for the forthcoming year.

Councillor T Ellis proposed that Councillor J Brook be elected Vice-Chair of the Property and Amenities Committee for the forthcoming year, seconded by Councillor A Brown. There being no further nominations, it was:

Resolved

That Councillor J Brook be elected Vice-Chair of the Property and Amenities Committee for the forthcoming year.

iii) Appointment of Community Services Committee (9 Members)

Councillors A Brown
T Bush
N Farmer
M Jackson
D Jarman
G McCaffery
A Thomas
A White
R Williams

iv) Election of Chair and Vice-Chair of the Community Services Committee

Councillor A Brown proposed that Councillor N Farmer be elected Chair of the Community Services Committee for the forthcoming year, seconded by Councillor T Bush. There being no further nominations it was:

Resolved

That Councillor N Farmer be elected Chair of the Community Services Committee for the forthcoming year.

Councillor N Farmer proposed that Councillor A Brown be elected Vice-Chair of the Community Services Committee for the forthcoming year, seconded by Councillor D Jarman.

Resolved

That Councillor A Brown be elected Vice-Chair of the Community Services Committee for the forthcoming year.

v) Appointment of Finance and Administration Committee (9 Members)

Councillors S Abbott
H Belcher
J Brook
T Ellis
R Hopkinson
M Jackson
S Senior
G Ward
(*one vacancy*)

vi) Election of Chair and Vice-Chair of the Finance and Administration Committee

Councillor G Ward proposed that Councillor R Hopkinson be elected Chair of the Finance and Administration Committee for the forthcoming year, seconded by Councillor D Jarman. There being no further nominations, it was:

Resolved

That Councillor R Hopkinson be elected Chair of the Finance and Administration Committee for the forthcoming year.

Councillor R Hopkinson proposed that Councillor G Ward be elected Vice-Chair of the Finance and Administration Committee for the forthcoming year, seconded by Councillor T Ellis.

Resolved

That Councillor G Ward be appointed Vice-Chair of the Finance and Administration Committee for the forthcoming year.

vii) Appointment of Accounts Sub-committee (4 Members + 2 reserves)

Councillors S Abbott
H Belcher (reserve)
J Brook
T Ellis
R Hopkinson
G Ward
(*one vacancy for a reserve*)

viii) Appointment of Neighbourhood Plan Delivery and Monitoring Group (5 to 6 Members)

Councillors S Abbott
N Brakspear
N Farmer
R Hopkinson
G McCaffery
R Williams

ix) Election of Chair of the Neighbourhood Plan Delivery and Monitoring Group

Councillor H Belcher nominated Councillor S Abbott as Chair of the Neighbourhood Plan Delivery and Monitoring Group for the forthcoming year, seconded by Councillor N Farmer.

Resolved

That Councillor S Abbott be elected Chair of the Neighbourhood Plan Delivery and Monitoring Group.

x) Appointment of Community Awards Panel (4 to 5 Members)

Councillors H Belcher
T Bush
M Jackson
G McCaffery
A White

xi) Appointment of Staffing Panel (4 to 5 Members)

Councillors M Jackson
D Jarman
G Ward
A White

xii) Appointment of Appeals Panel (4 to 5 Members)

Councillor G McCaffery
R Hopkinson
S Senior
A Thomas

xiii) Appointment of Strategic Planning Working Group (Up to 8 members)

Resolved

That Councillors S Abbott, H Belcher, A Brown, T Bush, T Ellis, N Farmer, R Hopkinson and G Ward be appointed to the Strategic Planning Working Group.

xiv) Appointment of Community Wellbeing Working Group

Resolved

That Councillors A Brown, T Bush, N Farmer, G McCaffery and R Williams be appointed to the Community Wellbeing Working Group (*up to three vacancies*).

xv) Appointment of Environment Task Group (6 members)

Resolved

That Councillors S Abbott, T Bush, T Ellis, A Mackie, G McCaffery and J Roberton be appointed to the Environment Task Group.

xvi) Appointment of Public Realm Task Group (5 to 6 members)

Resolved

That Councillors S Abbott, H Belcher, T Ellis, N Farmer, R Hopkinson and R Williams be appointed to the Public Realm Task Group.

xvii) Appointment of Workshop Task Group (4 to 5 members)

Resolved

That Councillors S Abbott, H Belcher, R Hopkinson, A Mackie and G Ward be appointed to the Workshop Task Group.

xviii) Appointment of Town Transport Planning Group (5 to 6 members)

Resolved

That Councillors S Abbott, H Belcher, N Brakspear, A Brown, G McCaffery and J Roberton be appointed to the Town Transport Planning Group.

xix) Appointment of Public Art Task Group (4 to 5 members)

That Councillors A Crockford, N Brakespear, N Farmer, R Hopkinson and G Ward be appointed to the Public Art Task Group.

xx) Appointment of Bath Stone Quarry Museum Collection Advisory Group (4 to 5 members)

Resolved

That Councillors N Brakspear, J Brook, A Crockford and R Hopkinson be appointed to the Bath Stone Quarry Museum Collection Advisory Group.

12/23 Appointments to Outside Bodies

Resolved

That the following appointments to outside bodies be made for the 2023/24 Council year:

- i) Bath Spa University Liaison (3 to 5 Members + Council Chairman) – H Belcher, N Farmer, R Hopkinson, D Jarman, A Mackie, R Williams.

- ii) Campaign to Protect Rural England (1 Member + 1 reserve) – T Ellis, A Mackie (reserve)
- iii) Community First (1 Member + 1 reserve) – A White, T Bush (reserve)
- iv) Corsham Area Health and Wellbeing Group (1 to 3 Members) – A Brown, T Bush, G McCaffery
- v) Corsham Chamber of Commerce (1 Member + 1 reserve) – D Jarman, A Mackie (reserve)
- vi) Corsham Climate Action (2 Members) – J Robertson, S Abbott
- vii) Corsham Connections (1 Member) – A White
- viii) Corsham for Walking (2 Members) – T Ellis, A White
- ix) Corsham Local Highway and Footway Improvement Group (LHFIG) (2 Members) – J Brook, N Brakspear (reserve)
- x) Corsham Local Youth Network (2 Members + 1 reserve) – S Abbott, G McCaffery, A Brown (reserve)
- xi) Corsham Railway Station Town Team (4 to 6 Members) – S Abbott, A Crockford, G McCaffery, G Ward, A White, R Williams
- xii) Corsham Business Forum (3 Members) – S Abbott, R Hopkinson, D Jarman
- xiii) Corsham Schools Liaison Group (4 to 5 Members) – A Brown, H Belcher, D Jarman, R Hopkinson, A Mackie
- xiv) Corsham Sports Forum (2 Members) – R Hopkinson, G McCaffery
- xv) Corsham Twinning Association (1 Member + reserve) – A White, H Belcher (reserve)
- xvi) Corsham Youth Council (2 Members + reserve) – A Brown, N Farmer, T Bush (reserve)
- xvii) Corsham Youth Zone (2 Members + reserve) – S Abbott, A Brown, D Jarman (reserve)
- xviii) Dorset and Wiltshire Fire Service (1 Member + reserve) – G McCaffery, A Mackie (reserve)
- xix) Emergency Planning Volunteer (2 Members + reserve) – G McCaffery, G Ward, A Mackie (reserve)
- xx) Fairtrade (1 Member + 1 reserve) – J Robertson, T Ellis (reserve)
- xxi) Potley & Pockeridge Community Association (1 Member + 1 reserve) – J Brook, M Jackson (reserve)
- xxii) The Pound Arts Trust Ltd (1 Member + reserve) – A Crockford, R Williams (reserve)
- xxiii) Town Council Surgery (4 Members) – H Belcher, G McCaffery, R Hopkinson, R Williams
- xxiv) Wiltshire Association of Local Councils and NALC (1 Member + reserve) – G McCaffery, T Bush (reserve)
- xxv) Wiltshire Market Towns Forum (1 Member) – S Senior

13/23 Correspondence

- i) Members Information Sheets Nos. 543 and 544 were noted.
- ii) Late correspondence – An invite had been received from the Corsham Churches Food Bank inviting a Councillor to their AGM on 25 May. Councillor Brown agreed to attend the meeting on behalf of the Town Council.

14/23 Reports from Council representatives appointed to outside bodies

Councillor Brown reported that he attended a session at the Corsham Youth Zone at Springfield Campus. The group had been invited to take part in the Peacock Arts Trail to showcase young peoples' art. CYZ have 110 young people attending on a regular basis. They have three MOD volunteers helping as well as parent volunteers. The group had gone from strength to strength in the past year.

Councillor White reported that the Walking Festival ticket sales were higher than previous years. Councillors were invited to the opening event on 9 June.

Councillor Abbott reported that Fairtrade Corsham was still looking for a Co-ordinator. Corsham Climate Action litter pick and community garden events over the Coronation weekend had been well attended. The Great Big Green Event would be held in September and Corsham Climate Action was organising several activities at Springfield Community Campus to mark the event.

15/23 Notes of the Council (Planning) Meeting held on 19 April 2023

Resolved

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

16/23 Matters Arising from the above Notes

There were none.

17/23 Minutes of the Finance and Administration Committee Meeting held on 26 April 2023

Resolved

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

18/23 Matters Arising from the above Minutes

There were none.

19/23 Minutes of the Council (Planning) Meeting held on 10 May 2023

Resolved

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

20/23 Matters Arising from the above Minutes

There were none.

21/23 Former Family Health Centre, Beechfield Road, Corsham (Minutes 223/22 and 173/22)

Further to previous Council meetings, the Integrated Care Board had provided Rt Hon Michelle Donelan MP's office and others with a brief update on the future of the former Family Health Centre. The ICB had been looking at options including non-clinical services and a community diagnostic centre. If the site is declared surplus, it could be disposed of by NHS Property Services. This involves an open and transparent national disposal process. This would offer Wiltshire Council or the Town Council to express an interest in the site.

It was reported that a representative of the Wiltshire Integrated Care Alliance would be invited to the next Area Board meeting to clarify the process and timescales.

The Chief Executive stated that the Department for Levelling Up, Housing and Communities had recently announced an expansion of the Community Ownership Fund. The changes included allowing town and parish councils to access the £150million fund. This would be explored to see if the Town Council could benefit.

It was suggested that the property could be nominated as an Asset of Community Value. This had been looked at previously and it was agreed that officers now pursue a nomination to Wiltshire Council for consideration.

22/23 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 Crockford raised a query over parking enforcement on the zig-zags outside St Patrick's School, Lacock Road. Councillor Hopkinson asked him to email her about the issue as it may be a matter for the Corsham Local Highway and Footway Improvement Group (LHFIG) which reports to the Area Board.

23/23 Authorisation of cheques and payments

Salaries & Payments - CTC Staff	£27,964.35
Wiltshire Pension Fund - Pension Contribution for May 2023	£9,254.04
HMRC - Tax & NI for May	£9,545.69
Methuen Hall Trust - Hire of Council Chamber and Town Hall for May	£711.00
Methuen Hall Trust - Hire Town Hall Disabled Persons Organisation	£39.00
Rialtas - Omega Support and Maintenance, End of Year Closedown and Asset Inventory Annual Support	£2,796.77
Allens Hire - Glasses Hire for Corsham Celebrates	£24.82
Sharon Thomas - Items bought for Corsham Celebrates	£87.55
Corsham Patios and Fencing - New Gate for Beechfield Nature Area	£687.60
Idverde - Monthly Toilet Cleaning and Grounds Maintenance	£3,567.49
J H Jones - Gravedigging x 4	£2,000.00
Newsquest - Eco Fair Advertising, Destination Corsham Advert	£708.00
Melksham Groundcare Machinery - Bowser Repair	£225.50
Visit Wiltshire - Advert Upgrade for Trade Guide Magazine	£39.60
Rural Market Town Group - Annual Membership Fee	£159.60
Dawn Gorman - Co-ordinating Poetry Competition for Storytown 2022	£750.00
Leafield Environmental - Bins for Lacock Road Cemetery	£2,044.80
Amazon Business - Reusable Cable Ties, Toilet Signs, Water Filters	£94.64

Corsham Print - Redesign Taste Advert, Eco Fair Leaflets, 3 x Ad Resize, Corex boards and Wildflower Signs	£539.00	
Barcelona Spirit Brands - Refund Stall Fee for Taste of Corsham	£25.00	
Carbon Footprint Ltd - Carbon Footprint Calculations 2022-23	£3,090.00	
Vita Play Ltd - Springfield Play Area Repair to Multiplay Equipment	£2,100.00	
Screwfix - Safety Boots for Mark Gilby	£47.99	
The Pound Arts Trust Ltd - Funding for Eco Fair Workshop	£300.00	
WALC - Annual Subscription	£1,795.21	
ATG Media - Advert in Coach Tours UK April Issue	£216.00	
Kevin Brown - Busking at Eco Fair	£50.00	
Corsham Windband Assoc - Performance Eco Fair & Coronation Day	£100.00	
Global Media Group Services Ltd - Radio Advertising Free Parking	£910.61	
Your Wiltshire - Advertising Free Parking in May Issue	£78.00	
Travis Perkins - Gravel Bags, Antiviral Wipes, Restraint Straps	£61.69	
The Stay Safe Initiative CIC - Grant for Stay Safe Project The Corsham School	£725.00	
Corsham Youth Zone - 1st Grant Payment	£4,100.00	
Community Heartbeat - Defibrillator Replacement Pads	£73.14	
Campaign to Protect Rural England - Annual Subscription	£36.00	
Brooks Smith Gallery Ltd - Final Changes to Town Centre Map	£60.00	
St John Ambulance - First Aid Provision for Eco Fair	£158.40	
Tudor Environmental - Hay Rakes	£87.07	
Zurich Insurance - Annual Insurance Premium	£8,368.71	
Richard Taylor - Making Good Paintwork after Christmas Lights Installation at Sanders Gallery Pickwick Road	£250.00	
No.3 The Deli - Refreshments for Volunteers at Eco Fair	£26.00	
Ben Powell - Busking on Coronation Day	£50.00	
Alarms and Electrical - Annual Service of Fire Extinguishers TIC and Guide Hut Plus 4 Replacement Extinguishers	£410.88	
Tracey Kelly - Busking on Coronation Day	£50.00	
Grants		
Lark and Light	£750.00	
Corsham Windband Association	£750.00	
The Peacock Arts Trail	£1,500.00	
Wiltshire Air Ambulance	£750.00	
Corsham Civic Society	£750.00	
Wessex MS Therapy Centre	£500.00	
Alzheimer's Support	£440.00	
Cheque		
Petty Cash	£133.24	7807
Charge Card		
Rawlins Paints - Anti Graffiti Paint	£116.42	
RHS Plants - Plants for Long Stay Car Park	£434.73	
Charge Card - Annual Fee	£32.00	
Hardy Plants - Plants for Long Stay Car Park	£45.35	
Hedges Direct Ltd - Plants for Long Stay Car Park	£47.94	
British Pond Plants - Plants for Ridge Pond	£35.75	
Sustainability Centre - Wildflower Training Course	£85.00	
123 Registration - Domain Renewals	£98.34	
Sub total	£90,877.92	

Cheques / Internet Banking Paid Outside of Meeting

Greenway Training Ltd - Rough Terrain Telescopic Handler Course	£276.00
Mr H Fabrications - Steel Connection for Cross Keys Plinth	£552.00

Payments Made by Direct Debit/Standing Order

West Mercia Energy - Public Conveniences Electricity	£79.99
West Mercia Energy - Guide Hut Electricity	£107.43
UK Fuels - Fuel for Work Vehicles	£177.97
Hills Waste - Refuse Collection	£626.33
SGW Payroll - Monthly Payroll Processing	£56.64
Mainstream Digital - Line Rental	£47.88
Peninsula - Monthly HR & H&S Consultancy	£304.98
Water 2 Business - Water charges for Public Conveniences	£1,303.41
Bridge Solutions - Monthly IT Support	£921.26
Viking - Stationery	£135.01
Vodafone - One Net Mobile Telephones	£728.00
Information Commissioner Office - GDPR Data Protection Annual Renewal	£55.00
SSE - Springfield Electricity	£122.93
Water 2 Business - Springfield Standpipe and Grove Rd Allotments Water	£58.17
SUB TOTAL	£5,553.00

TOTAL **£96,430.92**

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.38pm and closed at 8.52pm. There was one member of the public present.

CHAIRMAN

DATE