



Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

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6 May 2025

Dear Councillor

You are hereby summoned to attend the Annual Council Meeting to be held at the Town Hall on Monday 12 May 2025 at 7.00pm.

Please would members of the Accounts Sub-committee arrive by 6.40pm.

Yours sincerely

David J Martin
CHIEF EXECUTIVE

Press and Public – To observe the meeting online or take part in Agenda Item 2 - Public Question Time and Petitions, please click [here](#) or email dmartin@corsham.gov.uk for instructions.

AGENDA

1. Apologies.
2. Election of the Chair of the Council.
3. Declaration of Acceptance of Office by the Chair.
4. Election of Vice Chair of the Council.
5. Public Question Time and Petitions.
6. Code of Conduct – A copy of the Town Council's Code of Conduct is attached for review and adoption – *for consideration*.
7. 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.

8. Minutes of the Council Meeting held on 14 April 2025 – *attached*.
9. Matters Arising from the above Minutes – *for information only*.
10. Policing and Community Safety – To consider policing and community safety issues – *for information and comment*.
11. Chair's Announcements.
12. Non-Party-Political Town Council – Councillors are asked to confirm their commitment to the Town Council's declaration that once elected or co-opted, party political allegiances are put aside in order to pursue a higher ideal: what is best for the town, residents and visitors to Corsham – *for confirmation*.
13. Declaration of General Power of Competence - Purpose: To declare that Corsham Town Council meets the criteria for eligibility to use the General Power of Competence as set out in the Localism Act 2011. The General Power of Competence allows local councils to do anything that an individual can legally do, provided it is not prohibited by other legislation. This power is intended to give councils greater freedom to act in the best interests of their communities.

Criteria for Eligibility:

The council must have a qualified clerk/chief executive

At least two-thirds of the council members must have been elected.

The council must pass a resolution confirming its eligibility.

Recommendation: It is recommended that Corsham Town Council resolves to declare that it meets the criteria for eligibility to use the General Power of Competence.

14. Appointments to Committees, Working Groups and Panels, and Election of Committee Chairs and Vice-Chairs. The Terms of Reference are available in the Councillors area of the website for information:
 - i) Appointment of the Community Services Committee (9 Members)
 - ii) Election of the Chair and Vice Chair of the Community Services Committee
 - iii) Appointment of the Finance and Administration Committee (9 Members)
 - iv) Election of the Chair and Vice Chair of the Finance and Administration Committee
 - v) Appointment of the Property and Amenities Committee (9 Members)
 - vi) Election of the Chair and Vice Chair of the Property and Amenities Committee
 - vii) Appointment of the Accounts Sub-Committee (4 Members + 2 reserves)
 - viii) Appointment of the Staffing Panel (4-5 Members)
 - ix) Appointment of the Appeals Panel (4-5 Members – cannot be on Staffing Panel)
 - x) Appointment of the Strategic Planning Working Group (comprises of the Chair and Vice-Chair of the Council, along with Chairs of Committees and other Councillors as agreed by the Council (Up to 8 Members))
 - xi) Appointment of the Age-friendly Corsham Group (4-5 Members)
 - xii) Appointment of the Community Awards Panel (4-5 Members)
 - xiii) Appointment of the Community Wellbeing Group (6-8 Members)

- xiv) Appointment of the Corsham Parish/Town Council 25th/130th Anniversary Group (4-5 Members)
- xv) Appointment of the Environment Task Group (6 Members)
- xvi) Appointment of the Neighbourhood Plan Delivery and Monitoring Group (5-6 Members)
- xvii) Election of the Chair of the Neighbourhood Plan Delivery and Monitoring Group
- xviii) Appointment of the Public Art Task Group (4-5 members)
- xix) Appointment of the Public Realm Task Group (5-6 members)

15. Appointments to Outside Bodies:

- i) Bath Spa University Liaison (up to 5 + Council Chair)
- ii) Campaign to Protect Rural England (1 + reserve)
- iii) Community First (1 + reserve)
- iv) Corsham Area Board (1 + reserve)
- v) Corsham Area Health and Wellbeing Group (up to 3)
- vi) Corsham Business Forum (3)
- vii) Corsham Climate Action (2)
- viii) Corsham Connections (1)
- ix) Corsham Local Highway and Footway Improvement Group (1 + reserve)
- x) Corsham Local Youth Network (2 + reserve)
- xi) Corsham Railway Station Town Team (4-6)
- xii) Corsham Schools Liaison Groups (4-5)
- xiii) Corsham Sports Forum (2)
- xiv) Corsham Twinning Association (1 + reserve)
- xv) Corsham Walking Festival (2)
- xvi) Corsham Youth Council (2 + reserve)
- xvii) Corsham Youth Zone (2 + reserve)
- xviii) Dorset and Wiltshire Fire Service (1)
- xix) Emergency Planning Volunteer (2 + reserve)
- xx) Fairtrade (1 + reserve)
- xxi) Potley and Pockeridge Community Association (1 + reserve)
- xxii) Pound Arts Trust Ltd (1 + reserve)
- xxiii) Rural Services Network (1)
- xxiv) Skatepark Group (3)
- xxv) Town Council Surgery (4)
- xxvi) Wiltshire Association of Local Councils and NALC (1 + reserve)

16. Correspondence –

- i) As mentioned in Members Information Sheet Nos. 593 and 594 – *to note*.
- ii) Late correspondence – *to note*.

17. Reports from Council representatives appointed to outside bodies.

18. Minutes of the Council (Planning) Meeting held on 23 April 2025 – *attached*.

19. Matters Arising from the above Minutes – *for information only*.

20. Minutes of the Finance and Administration Committee Meeting held on 30 April 2025 – *attached*.

21. Matters Arising from the above Minutes – *for information only*.
22. Minutes of the Neighbourhood Planning Delivery and Monitoring Group Meeting held on 16 April 2025 – *attached*.
23. Matters Arising from the above Minutes – *for information only*.
24. Co-option of Councillors (*Minute 276/24*) – Further to the local elections on 1 May, there is a requirement to co-opt six people to fill Councillor vacancies. The vacancies are in Corsham Ladbroke Ward (One); Corsham Neston Ward (One), and Corsham Pickwick Ward (Four). The vacancies are being advertised with a closing date for applications of 5pm on Monday 2 June. Councillors are encouraged to promote the vacancies. Co-options will take place at the June Council meeting. If vacancies remain after the June meeting, they will continue to be advertised unless Wiltshire Council decides a by-election must be held – *for information and comment*.
25. Careplus Pharmacy Ltd Appeal Decision (*Minutes 125/24, 116/24 and others*) - The decision by the Pharmacy Appeal Committee (NHS Resolution) regarding the pharmacy application for Corsham town centre has been made and the original decision has been overturned. The outcome is:
- i) The Pharmacy Appeals Committee (“Committee”), appointed by NHS Resolution, quashes the decision of the Commissioner and redetermines the application.
 - ii) The Committee determined that the application should be granted.
 - iii) As the proposed pharmacy is within 1.6 km of a controlled locality the impact on any dispensing patients must be considered, the issue of gradualisation, is remitted back to the Commissioner to consider.

Full details are attached and can also be found here: <https://resolution.nhs.uk/pca-decisions/> (*Ref: 26332: Application to open a pharmacy in Corsham*). The owner of the Martingate Centre has been informed – *for information and comment*.

26. BT Consultation Notification, Wiltshire Payphone Removals (*Minute 275/24*) – At the previous meeting, it was *Resolved*: ‘That the Chief Executive would investigate ownership of the box and ask if it was possible to know how many of the calls made were to the emergency services.’

Wiltshire Council’s Senior Highways Engineer has confirmed that the telephone kiosk is on highway land and that they would not object to the Town Council adopting the kiosk provided it was insured and maintained.

BT has reviewed the call records and there were three calls made to emergency services within the past 12 months. One of these did not connect at all and the other two were sub-90 seconds long. They also said ‘Unfortunately, calls to emergency services would not be one of the criteria that we would accept a representation for since this would be mitigated for by sufficient mobile network coverage.’ They have confirmed the mobile phone coverage is considered adequate.

Councillors are asked to consider whether to adopt the telephone kiosk should the telephone be removed. As mentioned at the previous meeting, the kiosk is a listed building so care would be needed if it were to be modified – *for consideration*.

27. Local Visitor Economy Partnership (LVEP) for Wiltshire (*Minute 44/24*) – Further to previous meetings, Visit Wiltshire has announced that it has achieved LVEP status for Wiltshire. The bid was backed by Wiltshire Council, local towns and over 400 tourism businesses. The application had to demonstrate a minimum level of core public sector funding, which was achieved thanks to support from Bradford on Avon, Chippenham, Corsham, Devizes, Malmesbury, Pewsey and Trowbridge Town Councils. Corsham Town Council has earmarked up to £5,000 toward the initiative in the 2025/26 budget – *for information and comment*.
28. Issues for Corsham Area Board Consideration (*Various Minutes*) – This regular agenda item asks the Town Council to identify issues for Area Board consideration and receive a Wiltshire Councillor update on key points covered at Corsham Area Board meetings – *for discussion*.
29. Authorisation of cheques and payments – A list will be available at the meeting.

A Meeting of the Accounts Sub-committee will take place at 6.40pm.

The Methuen (Town) Hall meeting will take place immediately after the Council meeting.