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

**Tel: 01249 702130**

**Email: [towncouncil@corsham.gov.uk](mailto:towncouncil@corsham.gov.uk)**

**[www.corsham.gov.uk](http://www.corsham.gov.uk)**

8 April 2025

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 14 April 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](mailto:dmartin@corsham.gov.uk) for instructions.

## **AGENDA**

1. Apologies.
2. Public Question Time and Petitions.
3. 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.

4. Minutes of the Council Meeting held on 10 March 2025 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Policing and Community Safety – To consider policing and community safety issues – *for information and comment*.

7. Chair's Announcements.
8. Correspondence –
  - i) As mentioned in Members Information Sheet Nos. 591 and 592 – *to note*.
  - ii) Late correspondence – *to note*.
9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Council (Planning) Meeting held on 12 March 2025 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Community Services Committee Meeting held on 19 March 2025 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Property and Amenities Committee Meeting held on 26 March 2025 – *attached*.
15. Matters Arising from the above Minutes – *for information only*.
16. Minutes of the Council (Planning) Meeting held on 2 April 2025 – *attached*.
17. Matters Arising from the above Minutes – *for information only*.
18. Minutes of the Strategic Planning Working Group Meeting held on 20 March 2025 – *attached*.
19. Matters Arising from the above Minutes – *for information only*.
20. Minutes of the Corsham Youth Council Meeting held on 17 March 2025 (*attached*) – *to note*.
21. BT Consultation Notification, Wiltshire Payphone Removals – Wiltshire Council has written to inform the Town Council that it has received notification from British Telecommunications (BT) regarding their proposal to remove several public payphones across Wiltshire. BT has conducted an assessment in line with the recent Ofcom guidelines and identified specific payphones for removal due to low usage and sufficient mobile network coverage. The list of those BT wishes to remove includes the payphone at South Place, Corsham (recorded by BT as Lacock Road). The payphone has had 30 calls in the past 12 months.

In accordance with Ofcom's current criteria, valid grounds for objections include:

- Insufficient mobile coverage (not covered by all four main providers).
- Regular use (over 52 calls per year).
- Located in an area with a high incidence of accidents or suicides.
- Other clear evidence demonstrating a reasonable community need.

Town and Parish Councils have been encouraged to consider adopting kiosks, particularly heritage-listed red boxes, through BT's 'Adopt a Kiosk' scheme for community use. It is worth noting that this K6 Telephone kiosk is Grade II listed and would remain in situ without a payphone. Local Councils cannot adopt a kiosk unless they own the land the kiosk is on or have the owner's permission.

Representations or expressions of interest for adoption are requested by Friday 6 June 2025 – *for discussion*.

22. Elections Update (*Minute 252/24 and others*) – Further to the update to the Council meeting on 10 March, the Statement of Persons Nominated was published on 3 April 2025. There are 14 persons nominated for the 20 seats. None of the wards are contested so the persons nominated will be elected unopposed and take up office four days after the election day of 1 May.

- i) Quorum and Co-options – The Council will remain quorate and will be able to fill the six vacancies through co-option. This can be advertised formally once the election result has officially been declared. The aim will be to fill the vacancies on or soon after the Full Council meeting in June.
- ii) General Power of Competence – To use the General Power of Competence, at least two thirds (14no.) of Town Councillors must hold office as a result of being elected as opposed to being co-opted. This limit has been reached so the Town Council must, at its Annual Council Meeting, resolve to declare that it meets the relevant criteria for eligibility. The criteria include relevant qualifications and training for the Chief Executive.
- iii) Local Council Award Scheme (Quality Gold) – To be able to reapply for Quality Gold or Quality Level under the LCAS which expired in November 2019, at least two thirds of the Town Councillors must hold office as a result of being elected as opposed to being co-opted. Other criteria apply. It is recommended that the Town Council seeks to apply for LCAS (Quality Gold) status by the end of the 2025/26 Council Year.
- iv) Declarations of Acceptance of Office – To participate in Council meetings and vote, Councillors must sign a Declaration of Acceptance of Office. This must be done before or at the first Council meeting unless the Council permits it to be before or at a later meeting fixed by the Council. The Chief Executive has kept Tuesday 6 May and Monday 12 May free for witnessing the Declarations ahead of the Annual Council Meeting on 12 May.

Failure to sign the Declaration will result in the seat being declared vacant and a casual vacancy arising. In case signing cannot be arranged before the first Council meeting, it is recommended that the Town Council resolves to permit the signing and proper witnessing of Declarations of Acceptance of Office up to, or at, the Council meeting on 9 June 2025.

– *for comment and consideration*.

23. Strategic Plan 2022-2026 Update (*Minute 202/24 and others*) – The ninth monitoring report, in the form of a RAG (Red/Amber/Green) Report and update sheet, is attached – *for information and comment.*
24. Fairtrade Corsham (*Minute 284/23*) – Further to Corsham being awarded Fairtrade Town status for 2023-2026 the Town Council is asked to confirm, annually, its continuing support for Fairtrade to support future applications for Fairtrade status. The Town Council would continue to promote the scheme and appoint representatives to the Fairtrade Corsham group – *for consideration.*
25. Committee Preferences and Representation on Outside Bodies – The Chief Executive will remind Councillors about the process for deciding Membership of Committees and appointing Representatives to Outside Bodies in preparation for the Annual Council Meeting on 12 May 2025. Forms will need to be completed and returned by 9am on Tuesday 6 May – *for information and comment.*
26. 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.*
27. 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.**