

**Minutes of the Council Meeting held at the Town Hall on Monday 10 October 2022**

**Present** Councillor S Abbott (Chairman)  
Councillors H Belcher, N Brakspear, J Brook, A Brown, T Bush, T Ellis,  
R Hopkinson, D Jarman, J Roberton, R Williams and A White

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

**79/22 Apologies**

Apologies had been received from Councillors A Crockford, N Farmer, M Jackson,  
G McCaffery and G Ward.

**80/22 Public Question Time and Petitions**

There were none.

**81/22 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.

**82/22 Minutes of the Town Council Meeting held on 8 August 2022**

The September Council meeting had been cancelled due to the death of Her Majesty  
the Queen.

**Resolved**

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

**83/22 Matters Arising from the above Minutes**

There were no matters arising.

**84/22 Policing and Community Safety**

A report had been received and would be circulated with the Members Information  
Sheet. PC Adam Neish would be joining the Corsham neighbourhood policing team  
from 19 October. It is unlikely that PC Neish would be able to attend Council  
meetings, but he will be attending Area Board meetings.

Councillor J Robertson reported that she had seen evidence of drugs and empty aerosol canisters in Springfield Recreation Ground and had reported it on the 101 police line.

### **85/22 Chairman's Announcements**

The Chairman and Vice Chair had visited Hungerford House, Warrington Lodge and Claremont care homes so that residents could write a message in the book of condolence for Her Majesty the Queen. It was suggested by the care home staff that maybe Councillors could visit residents on a regular basis to share Council news and information.

The Chairman attended a meeting about the BMX track to discuss improving the facility.

The Chairman attended the Corsham in Bloom presentations on 5 October.

The Chairman travelled to Amesbury to see a new sheltered housing development.

The Chairman reminded Councillors that Remembrance Sunday is 13 November. The church service would start at 10am followed by a parade to the War Memorial where the two minutes silence would take place.

Corsham Town Council in conjunction with Corsham Climate Action would be holding a Climate Action Event at the Town Hall on 22 October.

### **86/22 Correspondence**

- i) Members Information Sheets Nos. 526, 527, 528, 529 and 530 were noted.
- ii) A letter had been received from Corsham Gardeners' Society donating £1,330 towards town planting projects. The suggested places for tree planting were Lacock Road Cemetery and Beechfield Nature Area and daffodil/flower planting around grass verges. The Gardeners' Society had been thanked for its generous donation.
- iii) Late correspondence – there was none.

### **87/22 Reports from Council Representatives Appointed to Outside Bodies**

Councillor A White had attended the Walking Festival AGM and reported that new members had come forward to organise the Walking Festival for 2023.

Councillor A White reported that the Twinning event with Jargeau was going ahead on 20 October.

Councillor A Brown reported that Corsham Youth Zone had three paid staff every Friday and two MOD volunteers. The sessions were going well.

Councillor A Brown also mentioned other schemes, the Local Youth Network, warm and safe places for young people and mental health work.

Councillor H Belcher had attended the Pickwick AGM where summer planting along the A4 in Pickwick was discussed.

Councillor H Belcher had attended the Potley and Pockeridge Community Association meeting but due to lack of members the meeting was not quorate.

Councillor D Jarman informed Councillors that the next quarterly meeting of the Chamber of Commerce would be 15 November at Corsham Digital Mansion.

Councillor T Bush informed the meeting that the Festival of Disabilities had been postponed and would be held on 25 November.

Councillor J Robertson mentioned Fairtrade events that had taken place and upcoming events, including Fairtrade Fortnight on 21 February 2023.

Councillor J Robertson mentioned Corsham Climate Action Energy Saving Event on 22 October. The Great Big Green week on 24 September until 2 October had gone well.

## **88/22 Notes of Recent Committee Meetings**

The following notes of informal Committee Meetings had been circulated for information and comment:

Council (Planning) held on 10 August 2022 – noted.

Finance and Administration held on 17 August 2022 – noted.

Council (Planning) held on 31 August 2022 – noted.

Property and Amenities held on 27 September – noted.

Council (Planning) held on 28 September 2022 – noted.

## **89/22 Minutes of the Corsham Youth Council meeting held on 3 October 2022**

The minutes were noted.

## **90/22 Strategic Plan 2022-2026 ‘An Engaged Community’ (*Minute 55/22 and others*)**

Further to the Council meeting on 11 July, a new Community Engagement Strategy had been drafted. After a discussion and positive feedback from Councillors some suggestions were made which included making an easy read version and to review the engagement strategy in October 2023.

The Strategic Plan 2022-26 was also being finalised for consideration at the next Council meeting.

## **Resolved**

- i) That, subject to minor amendments, the Community Engagement Strategy be approved.
- ii) That the Strategic Plan 2022-26 be considered at the November Council meeting.

### **91/22 Carbon Footprint Appraisal for 2021/22 (*Minute 34/22 ix*)**

Further to the Council meeting on 13 June 2022, the Carbon Footprint report for 2021/22 had been circulated. The Town Council's carbon footprint had reduced by 43% since the baseline report, primarily due to changing the energy tariffs. A draft response to the recommendations were contained in the report.

## **Resolved**

That the recommendations within the report be approved.

### **92/22 Governance Arrangements**

Further to an exchange of emails on 21 and 26 September, Councillor A Crockford had requested that the Town Council discuss governance arrangements and decision-making. As Councillor Crockford was unable to attend the meeting, the agenda item was deferred to the November Council meeting.

### **93/22 Corsham Railway Station (*Minute 74/22 and others*)**

Further to previous Council meetings, the Chief Executive provided feedback on the Corsham Railway Station Town Team meeting on 12 August, the Restoring Your Railways Steering Group meetings with key partners, and preparations for submission of the draft Strategic Outline Business Case to the Department for Transport.

The Chief Executive reported that the Town Team met on 22 September. He also reported that there had been several minor suggested amendments to the draft Strategic Outline Business Case which had been submitted. Further comments had to be submitted by 21 October so the final submission date of 11 November could be met. The outcome of the bid would not be known until at least early 2023.

### **94/22 HM Queen Elizabeth the Second**

The Council discussed Operation London Bridge/Unicorn and suggestions for a permanent memorial, such as tree planting.

The Chairman and Vice Chair praised everybody who had planned and co-ordinated a very successful Operation London Bridge, including the Proclamation. Everybody worked as a team and at speed. On the day of the announcement and immediately afterwards, government announced changes to some of the protocols which officers handled very well.

A discussion took place on how to commemorate The Queen with a permanent memorial. It was agreed to plant an oak tree with a memorial plaque at Neston Recreation Ground. The site was dedicated as a King George V Playing Field under Fields in Trust. It was also suggested that the Town Council use social media to ask for other ideas from residents.

**95/22 20mph Limit Review (*Minute 58/21, note 6 - P&A 27/07/22, note 8 – P&A, 27/09/22 and others*)**

Further to the Council meeting on 12 July 2021 and recent Property and Amenities Committee meetings on 27 July 2022 and 27 September 2022, proposals for 20mph limits in Corsham and Neston had been drafted by Wiltshire Council following surveys to gather speed data. Further work was needed to ensure the schemes were acceptable. A meeting had been held with Wiltshire Council's Traffic Engineering Manager on 3 October to try to progress the schemes. Additional data was being gathered for Pickwick Road to provide a more accurate assessment and the Town Council had been given the opportunity to comment further.

The 20mph scheme for Neston would be funded in this financial year in conjunction with Wiltshire Council. Other Corsham areas identified for 20mph would not be funded in this financial year. The Head of Technical Services would conduct an online survey and hold a drop-in session at Neston Memorial Hall for residents to have their say on the areas identified for the 20mph areas.

**96/22 Open Letter from Ukrainians of Wiltshire**

The Council had been asked to consider a response to the open letter from Ukrainians of Wiltshire County. It was highlighted that the specific request, which related to housing and guarantors, may have legal implications and that the Town Council's Powers to assist were limited. The Town Council was concerned about the issue on behalf of the Ukrainian refugees.

**Resolved**

That Wiltshire Council and the local MP be contacted and asked to comment on how they were helping and to urge them to take any further action where they could.

**97/22 Vacancies on Committees, Other Groups and Outside Bodies**

Further to the previous meetings and recent Councillor resignations, there were opportunities to fill vacancies on committees, other groups and outside bodies. Any unfilled vacancies following this meeting could be filled at future meetings.

**Resolved**

- i) That Councillor A Brown be appointed to the Property and Amenities Committee for the remainder of the Council year.
- ii) That Councillor R Williams be appointed to the Corsham Area Board Health and Wellbeing Group for the remainder of the Council year.

## **98/22 Annual Governance and Accountability Return for the Year Ended 31 March 2022**

The Annual Governance and Accountability Return had been audited and the Notice of Conclusion of Audit had been advertised on the Town Council's website. No issues or concerns had arisen.

## **99/22 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. No new issues were raised.

## **100/22 Council Vacancies (*Minute 60/22 and others*)**

There were currently three Town Councillor vacancies. Two had arisen through the resignations of Ann Morris (Corsham Ladbrook Ward) and Tracy Smith (Corsham Pickwick Ward). The vacancies had been advertised but no applications were received by the closing date. The remaining vacancies would be advertised. The closing date for the co-options had been extended and would now close at 5pm on Monday 7 November 2022. The update was noted.

The third Town Councillor vacancy was in Corsham Neston Ward and could be filled by co-option. One nomination had been received.

### **Resolved**

That Ms Anna Mackie be co-opted as a Town Councillor for Corsham Neston Ward.

## **101/22 Covid-19 Emergency Update/Recovery Plan (*Various Minutes*)**

The Chief Executive updated Councillors on Covid-19 matters including the return to formal Committee meetings. Points raised included: planning for the next health emergency; return to Committee meetings face-to-face from 9 November 2022 and exploring technology to enable hybrid meetings.

## **102/22 Authorisation of cheques and payments**

### **Online Banking Payments - September**

<b>Name</b>	<b>Amount</b>
Salaries & Payments - CTC Staff	£25,220.40
Wiltshire Pension Fund - Pension Contribution for September 2022	£8,049.80
HMRC - Tax & NI for September	£8,610.96
Methuen Hall Trust - Half Yearly Grant	£13,882.50
Methuen Hall Trust - Hire of Council Chamber/Town Hall for September	£552.00
Ben Powell - Busking on 11/6/22 and 30/7/22	£100.00
Pear Technology - Biodiversity Mapping Input	£324.00
Eibe - Hanging Ladder Play Equipment for Westwells	£887.04
Quoakle - 12 Months Renewal on Great Days Out UK	£90.00
Corsham Print - 30 x Street Fair Corex Signs, Business Cards, Resizing Visit Corsham Advert	£468.00

Great West Way - Literature Distribution at Group Leisure Show	£150.00
Miss E V Webb - Rock Choir Performance at Street Fair	£80.00
Your Wiltshire - Advertising in Your Wiltshire Magazine in Aug and Sept	£156.00
Corsham Area Heritage & Infor Centre - Contribution Towards Electric	£114.93
J H Jones & Sons - Park Lane Fence Repairs and Grave Digging x 3	£2,584.70
Anya Beaumont Art - Rainbow Project at Springfield	£505.91
The Pest Office - Wasp Nest Treatment at Neston Bus Stop	£115.00
Wiltshire Council - Contribution Towards Freestone Way Bus Stop	
Harding Standing	£9,934.29
Simply Sweepers Ltd - Street Sweeping Zone 1	£733.20
Idverde - Monthly Grounds Maintenance and Toilet Cleaning Contract	£3,049.70
Newsquest - Advertising Free Parking in Gazette & Herald July & August and Street Fair Advertising	£468.00
Rialtas Business Solutions - Assets Inventory Training, Software and Support	£510.30
Streetmaster - Engrave Wooden Slat for Memorial Bench in Beechfield	£94.80
Amazon - Sweets for Summer Trail	£9.30
Brooks Smith Gallery Ltd - Town Centre Map 2nd Payment	£1,200.00
St John Ambulance - First Aid Cover for Street Fair	£115.20
Jane Rourke Yogamagic - Accessible Yoga Sessions for Street Fair	£200.00
Kiwi Parkour - Parkour Workshop at Springfield 19/8/22	£150.00
James Waller - Pipe Dreams - Busking	£50.00
Coach Tours UK (A T Graphics Ltd) - Advertising in Coach Tours UK	£240.00
Destination Bristol/Visit West - Membership Renewal	£600.00
Trevor Furness - Busking on 27 August	£50.00
Murry Hire Centres Ltd - Power Scythe for Cutting Wild Flower Areas	£132.00
Boson Web with Milk and Tweed - Website Support and Website Hosting Visit Corsham in August and September	£1,002.00
Global Media - Radio Advertising for Free Parking	£1,245.12
S J Aplin - Repair Springfield Ramp in Play Area	£2,380.80
Rich Pearson - BMX Bike Trials Display Show at Springfield	£1,500.00
Wiltshire Council - Bradford Rd Topographical/Speed Limit Survey	£562.50
Royal Mail Door to Door - Newsletter Delivery	£569.58
Konica Minolta - Photocopying Charges	£670.78
Amac Window Cleaning - Bus Shelter Cleaning x 20	£480.00
Screwfix - Safety Boots for Staff Member	£56.40
Donald Orr - Busking 3/9/22	£50.00
Swan Fire (UK) Ltd - Manual Handling Practical Training	£900.60
Finlay Wiltshire - Busking 2/7/22	£50.00
Jeremy Smith 360 Twenty 47 - 360 Videos of Corsham for 3 Nights	£240.00
Ultra Warm Ltd - Public Convenience Water Heater Maintenance	£135.00
Royal British Legion - War Memorial Maintenance	£80.00
<b>Grants</b>	
Wiltshire Citizens Advice	£500.00
The Hub of Creative Artists - £500 – Not Yet Paid	
<b>Cheque</b>	
Petty Cash - Pay September and October Next Month	
<b>Sub total</b>	<b>£90,350.81</b>

<b>Cheques / Internet Banking Paid Outside of Meeting</b>	
DVLA - Vehicle Tax for WV68 OVO	£290.00
<b>Payments Made by Direct Debit/Standing Order</b>	
West Mercia Energy - Guide Hut Electricity July	£48.10
West Mercia Energy - Public Conveniences Electricity Apr-June 2022	£248.40
SGW Payroll - Monthly Payroll Processing	£56.64
Excalibur - SSL Certificate Renewal	£118.80
Peninsula - HR & Health and Safety Advice	£439.19
Vodafone - Monthly One Net Mobile Telephones	£615.04
Viking - Stationery Items	£122.63
Hills Waste - Refuse Collection and Skip Exchange	£866.05
Mainstream Digital - Quarterly Line Rental	£104.40
UK Fuels Ltd - Fuel for Work Vehicles	£115.32
<b>SUB TOTAL</b>	<b>£2,734.57</b>
<b>TOTAL</b>	<b><u>£93,085.38</u></b>

#### **Direct Debits and Payments Taken and Reconciled in July**

UK Fuels - Fuel for Work Vehicles - £116.82 2 x Invoices  
 Bridge Solutions - Monthly IT Support - £896.66

#### **Charge Card x 2 Statements**

Toolstation UK - £50.87  
 123 Registration Ltd - £98.34  
 Curry's Online - £160.00  
 Flashback Tape - £7.19  
 UPS Ltd - £20.03  
 Victoria Plumbing - £70.68  
 Royal British Legion Industries - The Queen's Green Canopy Plaque  
 £144.99

#### **Online Banking Payments - October**

<b>Name</b>	<b>Amount</b>
Salaries & Payments - CTC Staff	£25,166.08
Wiltshire Pension Fund - Pension Contribution for October 2022	£8,052.00
HMRC - Tax & NI for October	£8,657.38
Methuen Hall Trust - Hire of Council Chamber/Town Hall for October	£552.00
Methuen Hall Trust - Hire of Town Hall for Energy Saving Event	£174.00
Simply Sweepers - Road Sweeping Zone 2	£733.20
PKF Littlejohn - Annual External Audit	£2,400.00
Corsham Print - Corsham Desk Pads, Street Fair Programmes, Newsletter Design and Print, Storytown Programmes, Amended Date Stickers	£1,979.00
Stephen Merrifield Huntington Bourne - Street Fair Refund 10/9/22	£10.00
Theodora's Flowers - Queen's Memorial Wreath and Arrangement	£95.00
Jazzbones Creative - 12 Months Membership with Visit Swindon	£358.80



Eventbrite - Ambassador Delegate at Great West Way Marketplace 16 and 18 November 2022	£249.80
IWS - Water Hygiene Service Public Toilets	£134.40
Niki Stevens - Busking	£50.00
Idverde - Grounds Maintenance and Public Toilet Cleaning	£3,049.70
Corsham Trye Service - Replace Hazard Switch	£48.90
Cooke Automotive - Service and MOT for WV68OVO	£390.39
Sharon Thomas - Corsham In Bloom Trophy Engraving, Refreshments for Corsham in Bloom and Corsham Youth Council	£221.60
Visit Wiltshire - Autumn/Winter Campaign and Webinar	£444.00
Blachere Illumination - LED Christmas Light Braids	£2,001.60
Amazon - Frames for Corsham in Bloom, Webcam, Radar Keys and Portable PA System	£610.97
Proludic - Trampoline Part	£116.70
Johns Associates - Biodiversity Action Plan, Part Payment	£7,044.00
Wired Publishing - Quarter Page Advert West Wilts Magazine	£118.80
Your Wiltshire - Advertising Free Parking in October	£78.00
Wanna Face Paint - Face Painting at Street Fair	£90.00
Nature Sign Design - Oak Lectern, Artwork for Beechfield Nature Area	£1,788.00
Max Fordham - External Lighting Strategy for New Workshop	£1,800.00
Matthew Tett - StoryTown Co-ordination	£500.00
Sarah Leigh - Reimbursement for Eye Test	£49.90
Corsham Hardware - Groundsteam Consumables	£94.15
Travis Perkins - Sawn Timber for Lacock Rd Cemetery Fence Repair, Clips for the Speed Indicator Device	£40.64
Global Media Group - Radio Advertising Free Parking	£1,041.17
Allens Catering Equip - Hire of Glasses Corsham in Bloom Presentation and Benches for Street Fair	£130.40
M B Bells - Installation of Sockets on Pickwick Rd for Christmas Lights	£2,185.90
The Rise Trust - Detached Youth Work Sessions 3 Quarterly Payment	£3,588.75
Boson Web with Milk and Tweed - Website Support and Web Hosting	£978.00
Flamingo Paperie - Street Fair Refund 10/9/22	£10.00
Keylicious Cakes - Street Fair and Christmas Lights Refund 10/9/22	£20.00
Parrots and Peonies - Street Fair Refund 10/9/22	£10.00
Matthew Taylor - Busking	£50.00
Murray Hire Centres - Hire of Power Scythe	£79.20
Online Playgrounds - Replacement Swing Seats and Chains	£717.80
Seasons Ecology - Biodiversity Calculation/Report for New Workshop	£720.00
Alarms and Electrical - Annual Service Charge Intruder Alarm Guide Hut	£98.40
<b>Grants</b>	
Corsham Youth Zone	£4,100.00
<b>Cheque</b>	
Petty Cash - August - October	£237.52
<b>Sub total</b>	<b>£81,066.15</b>

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

There were none

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

West Mercia Energy - Guide Hut Electricity	£103.02
West Mercia Energy - Public Conveniences Electricity	£88.02
SGW Payroll - Monthly Payroll Processing	no invoice
Excalibur - Monthly IT Support for September	no invoice
Peninsula - HR & Health and Safety Advice	£439.19
Hills Waste - Refuse Collections	£507.30
Vodafone - Monthly One Net Mobile Telephones	£743.04
Viking - Toilet Roll Dispenser and Hand Towel Dispenser Public Toilets and Stationery	£303.84
SSE - Skate Park and CCTV Electricity	£336.46
<b>SUB TOTAL</b>	<b>£2,520.87</b>

**TOTAL****£83,587.02****Direct Debts and Payments Taken and Reconciled in September**

Hills Waste - Refuse Collection	£866.05
UK Fuels Ltd - Fuel for Work Vehicles	£204.72
Excalibur - Monthly IT Support for September	£896.66
SGW Payroll - Monthly Payroll Processing	£56.64

**Resolved**

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 9.21pm. There were no members of the public at the meeting.

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CHAIRMAN

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DATE