

Minutes of the Council Meeting held at the Town Hall on Monday 11 December 2023

Present Councillor H Belcher OBE (Chair)
Councillors S Abbott, N Brakspear, J Brook, A Brown, T Bush, T Ellis,
R Hopkinson, M Jackson, D Jarman, A Jones, A Mackie, G McCaffery,
A Thomas, G Ward, A White and R Williams

In Attendance Mrs M Jones (Head of Finance and Administration)
D Martin (Chief Executive)
PCSO S Redmond (Wiltshire Police)

174/23 Apologies

Apologies were received from Councillors N Farmer and J Robertson.

175/23 Public Question Time and Petitions

There were none.

176/23 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.

177/23 Minutes of the Town Council Meeting held on 13 November 2023

Resolved

That, subject to a minor amendment to reflect that the Chair had not attended the Twinning Association's French supper, the Minutes be approved as a true record and signed by the Chair.

178/23 Matters Arising from the above Minutes

There were no matters arising.

179/23 Policing and Community Safety

PCSO Redmond attended the meeting and gave a summary of incidents:

The Corsham Community Policing Team had been engaging with villages in the area, along with Chippenham team, offering advice on safety.

Local school visits had taken place in November and included a sixth form careers fair attended by PCSO Redmond, and a talk to 200 pupils at The Corsham School regarding safety online.

A youth had been prosecuted for motoring offences. Two female motorists had been charged with drink driving. Two youths had been interviewed regarding possession of offensive weapons on Halloween. The youths are currently being dealt with by the youth offending team.

An arson attack on a parked car in Portland Rise had taken place. Social media appeals had provided evidence.

An assault on a young person had taken place at Newlands Road bus stop. Investigations were ongoing.

PCSO Redmond reported that the Town Council-funded e-bike had been delivered to the police station.

Councillors asked if the thefts that had taken place at the Co-op by criminals from outside the area had now stopped. PCSO Redmond informed Councillors that these criminals had been sent banning letters from the Co-op and were no longer operating in Corsham.

Councillors also asked about speeding in Corsham and the inconsiderate parking and speeding drivers along Park Lane.

180/23 Chair's Announcements

On 20 November the Chair attended the Department for Levelling Up, Housing and Communities (LUHC) meeting at the Town Hall.

On 24 November the Chair attended the Copenacre development land meeting at the Town Hall.

On 25 November the Chair attended the Wishing Tree event in the High Street.

On 1 December the Chair attended the Christmas Lights Switch-on. The Chair thanked everyone involved for making the Christmas Lights Switch-on such a great success.

On 4 December the Chair attended Pickwick Association meeting.

On 8 December the Chair held the Town Council Surgery.

The Chair informed Councillors that former Chair, Allan Bosley's, wife had sadly passed away during November.

181/23 Correspondence

- i) Members Information Sheets Nos. 558 and 559 were noted.
- ii) Late correspondence:

- a) Correspondence had been received from Cotswolds National Landscape which had a vacancy for a Board Member. The Council could vote for one of the representatives. The Chair would respond on behalf of the Town Council .
- b) An update had been received from the NHS with regards to the Former Family Centre on Beechfield Road. Further updates would follow in April 2024.

182/23 Reports from Council representatives appointed to outside bodies

Councillor Bush had an online meeting with Chris Lewis at Prestige Network with regards to deaf awareness training at the Town Council.

Councillor Bush and the Head of Community Services gave a presentation to the Society of Local Council Clerks (SLCC) on engaging with deaf and disabled communities. They had received positive feedback after the event.

Councillor Abbott informed the meeting that Corsham had been accredited Fairtrade status for another three years. Nikki Kenna had worked hard over the last 10 years to achieve Fairtrade status for Corsham. The Chief Executive would write to thank her.

Councillor White had attended a Walking Festival meeting where plans were discussed for the 2024 programme. The Walking Festival will be celebrating its 10th year anniversary in 2024 and there would be a focus on younger people.

Councillor White had attended the Pickwick Association meeting. Concern over the proposed development on the A4 opposite Academy Drive and flooding in Middlewick Lane had been discussed.

183/23 Minutes of the Council (Planning) Meeting held on 15 November 2023

Resolved

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

184/23 Matters Arising from the above Minutes

There were none.

185/23 Minutes of the Community Services Committee Meeting held on 22 November 2023

Resolved

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

186/23 Matters Arising from the above Minutes

There were none.

187/23 Minutes of the Property and Amenities Committee Meeting held on 29 November 2023

Resolved

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

188/23 Matters Arising from the above Minutes

There were none.

189/23 Minutes of the Council (Planning) Meeting held on 6 December 2023

Resolved

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

190/23 Matters Arising from the above Minutes

There were none.

191/23 Minutes of the Strategic Planning Working Group Meeting held on 27 November 2023

Resolved

That the Minutes be approved as a true record.

192/23 Matters Arising from the above Minutes

There were none.

193/23 Minutes of the Corsham Youth Council Meeting held on 27 November 2023

The Minutes were noted.

194/23 Strategic Assets including Arnold House, the Guide Hut and new Workshop (Minute SP 15/23)

With reference to the Minutes of the Strategic Plan Working Group meeting held on 27 November (*Council agenda item 18*), the Group considered a report on the new workshop project. The estimated cost of the project had escalated to the degree where it was considered to be excessive. A number of options had been considered. The Working Group agreed to make a number of recommendations to Full Council:

Resolved

- a) Not to proceed with the new workshop at Park Place at the current time.
- b) Review and update the requirement and specification for alternative workshop and welfare facilities.

- c) Develop costed options for alternative workshop and welfare facilities, in particular what could be achieved at Arnold House and the Guide Hut.
- d) Explore options for the Park Place site, including the legal and planning restrictions.

195/23 Community Awards 2024

The Community Awards Panel members would be reviewing the arrangements for the 2024 Awards Scheme in the new year. Councillors were asked if they would like to see any changes to the format or have any other suggestions.

Suggestions included having the Community Awards at the beginning of the meeting to consider younger family members, and people who may wish to leave after receiving their award.

Other suggestions included an award for young people and modernising the awards ceremony by using video presentations. The presentations could then be shared on social media.

The suggestions would be considered by the Awards Panel.

196/23 Vacancies on Committees, Other Groups and Outside Bodies (*Minute 100/23 and others*)

Further to previous Council meetings there are opportunities to fill the current vacancies.

Resolved

That Councillor Mackie joins the Community Wellbeing Group for the remainder of the Council year.

197/23 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.

The Chair of Corsham Area Board, Councillor Hopkinson, informed Councillors that at the next Area Board meeting on 11 January 2024, at the Town Hall, a highways and transport road show with senior officials would take place. Questions for the officials should be made in advance.

Councillor Hopkinson informed Councillors that parking restrictions at Springfield Community Campus would come into force from 1 January 2024. The maximum stay would be three hours for non-campus users.

198/23 Authorisation of cheques and payments

Salaries & Payments - CTC Staff	£42,218.85
Wiltshire Pension Fund - Pension Contribution for December	£13,523.03
HMRC - Tax & NI for December	£18,347.66

Methuen Hall Trust - Hire of Council Chamber and Town Hall for December	£655.00
Wiltshire Council - Flat 2 Arnold House Council Tax	£207.00
Charles Wilson - Telehandler for CCTV and Christmas Lights	£1,231.20
J H Jones - Grave Digging x 2, Christmas Trees Delivery	£1,647.35
Amazon Business - Samsung Phone Case, Items for Christmas Lights, Date Stamp, Dehumidifier	£262.77
Swindon Asbestos Surveying - Flat 2 Asbestos Refurbishment Survey	£372.00
Travis Perkins - Gravel and Shingle for The Batters Pathway, Goggles and Disc, Barriers for Christmas Lights	£205.19
Benchmark Design Ltd - Stainless Steel Bench for Katherine Park Play Area	£1,620.00
Kompan - Play Equipment for Dicketts Road Play Area	£4,624.80
Chew Valley Trees - 20 x Fruit Trees, Compost, Bark and Stakes	£1,593.81
S J Aplin Ltd - Installation of Dicketts Road Play Equipment	£10,950.94
Miss E V Webb - Rock Choir for Christmas Lights	£80.00
M B Bells Electrical - Fitting Digital Timers for Christmas Lights	£202.20
Corsham Area Heritage & Info Centre - Contribution Towards Electricity A/Hse	£575.66
Idverde - Monthly Grounds Maintenance and Toilet Cleaning	£3,567.49
Georgina Hall - Christmas Stall Refund	£10.00
MACH Acoustics Ltd - Park Lane New Workshop Acoustic Work	£1,506.00
Simply Sweepers - Street Sweeping Zone 1 and 3	£1,311.60
Wiltshire Surveys Limited - Arnold House Survey for Planning Application	£579.60
Geo-Logic - Ground Investigations New Workshop Park Lane	£3,375.00
Royal Mail - Newsletter Delivery	£570.39
Nick Matthews Surveying Ltd - Assistance with Arnold House Listed Building Application	£1,216.80
AT Graphics - 2 x Half Page Advertisements	£516.00
Corsham Print - Corex Boards for Christmas Trees, CTC Logo Pencils, Christmas Card Printing	£411.60
James Whittleton - Reimbursement for Eye Examination	£50.00
Konica Minolta - Photocopier Charges and Printing	£302.64
James Creighton (Roger Dean) - PA System/Lighting/Engineers for Xmas Lights	£450.00
Laura Turnbull (Tora Design) - Christmas Stall Refund	£10.00
Corsham Patios and Fencing Ltd - Guide Hut Gate and Stairs Repairs	£2,479.20
DCK Accounting Solutions - Advice on Recovering VAT on Large Projects	£540.00
Alpha Rod - Unblocking Gully in Male Public Conveniences	£168.00
No 3 The Deli - Lunch for SLCC and DLUHC	£157.50
Heritage Trails Project - Contribution to re-print	£237.50
Online Playgrounds - Poles for Play Equipment	£653.80
Sharon Thomas - Reimburse for Christmas Prizes, Envelopes and Refreshments	£81.14
Max Fordham - Park Lane Workshop MEP Embodied Carbon Services	£4,020.00
Coreus Projects Ltd - Park Lane Workshop Quantity Surveying	£4,800.00
Your Wiltshire - Advertising Christmas Shopping in Corsham	£78.00
Wired Publishing - Advertising Free Parking in West Wilts Magazine	£58.80

Newsquest - Advertising Christmas in Corsham in Various Publications	£369.60
Media Clash Ltd - Advertising in Bath Lift Magazine	£156.00
M C Publishing - Quarter Page Advert Christmas in Corsham	£210.00
Global Media Group Services Ltd - Radio Advertising Free Parking in Corsham	£1,125.28
Corsham Windband - Performance at Christmas Lights and Busking	£200.00
Milk and Tweed - Website Support and Website Hosting	£978.00
PJSL - Father Christmas at Christmas Lights	£438.00
Quoakle - Renewal of Great Days Out Bronze Advertising	£90.00
Pepperpot Events Ltd - Staff and Helper Refreshments at Christmas Lights	£189.00
Hogs Heaven Catering - Staff and Helpers Refreshments at Christmas Lights	£114.00
Cooke Automotive - Citroen Relay YX13 VJE Repair	£3,718.05
Planks Dairies - Milk Deliveries to Town Hall for October and November	£45.80
M A Leisure & Travel - Advertising in Wiltshire Life	£504.00
The Real Imposters Band - Performance at Christmas Lights	£100.00
Matthew Tett - Storytown Workshop Project Short Story Competition	£325.00
Screwfix - Gloves for Grounds Team	£18.98
Bath and North East Somerset Council - Data Protection Services	£1,500.00
Walkers are Welcome Towns Network - Annual Subscription	£90.00
Giraffe Engineering - Structural Design Services	£1,284.00
Woods Business Services - Office Chair	£294.00
Askew Cavanna Architects - Architectural Services for New Workshop	£2,059.20
Iain Cotton - Works to and Relocation of 'The Prayer' Sculpture	£1,342.50
The Corsham School - Music Therapy Sessions	£2,948.00
Great West Way - Literature Distribution for Corsham	£156.00
Greenway Training Ltd - Chainsaw Refresher Course x 1	£420.00

Charge Card

No Statement Received

Cheque

Petty Cash	£172.77	7814
Sub total	£144,316.70	

Cheques / Internet Banking Paid Outside of Meeting

Bradshaw Electric Vehicles - Servicing and Parts for Electric Vehicle	£537.03
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Payments Made by Direct Debit/Standing Order

West Mercia Energy - Public Conveniences Electricity	£83.19
West Mercia Energy - Guide Hut Electricity	£62.44
UK Fuels - Fuel for Work Vehicles	£192.24
Hills Waste - Refuse Collections and Skip Exchange	£900.80
SGW Payroll - Monthly Payroll Processing	£58.56
Peninsula - Monthly HR & H&S Consultancy	£460.72
Bridge Solutions - Monthly IT Support	£871.32
Vodafone - One Net Mobile Telephones	£729.64
Viking - Stationery and Caretakers Items	£260.67

PWLB - Loan Repayment	£21,648.13
Water 2 Business - Grove Road Allotment Water and Springfield Utilities	£108.95
Mainstream Digital - Quarterly Line Rental	£104.40
SSE - Springfield Electricity	£4.75
SUB TOTAL	£26,022.84
TOTAL	<u>£170,339.54</u>

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.00pm and closed at 8.17pm. There were no members of the public present.

CHAIR

DATE