

Minutes of the Council Meeting held at the Town Hall on Monday 11 March 2024

Present Councillor H Belcher OBE (Chair)
Councillors S Abbott, N Brakspear, J Brook, A Brown, A Crockford,
T Ellis, R Hopkinson, D Jarman, A Jones, G McCaffery, J Roberton and
G Ward

In Attendance Mrs M Jones (Head of Finance and Administration)
D Martin (Chief Executive)
PC A Neish (Wiltshire Police)
Sgt M Tripp (Wiltshire Police)

In Attendance Online Councillor T Bush

248/23 Apologies

Apologies were received from Councillors N Farmer, A Thomas, A White and
R Williams.

249/23 Public Question Time and Petitions

There were none.

250/23 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.

251/23 Minutes of the Town Council Meeting held on 12 February 2024

Resolved

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

252/23 Matters Arising from the above Minutes

There were no matters arising.

253/23 Policing and Community Safety

Sgt Tripp gave the following update on recent policing incidents:

The Community Policing Team had carried out 53 community engagements which included: Violence Against Women and Girls talks at Corsham Football Club and Corsham Hockey Club; a public consultation/surgery in Corsham town centre, and promotion of a webinar through social media for parents regarding County Lines.

Local incidents included speed checks in Gastard and Park Lane. Four speeding tickets had been issued in Park Lane and one in Gastard.

In Oliver Avenue/Pickwick Road, a vehicle which had caught fire was seized as it had no insurance. A further van and trailer also at the scene were seized for having no insurance. A car on Macie Drive had had a window smashed.

Two males had been arrested for drug driving. One teenager had been charged with anti-social behaviour following an assault and robbery in Springfield in October 2023. Two teenagers had been charged with a robbery that occurred in Station Road in July 2023.

There had been a report of a burglary at Corsham Digital Mansion. Suspects had been identified and investigations were ongoing.

The driver of a reported hit and run incident involving a van and a cyclist had been identified and investigations were ongoing.

254/23 Chair's Announcements

There were no announcements.

255/23 Correspondence

- i) Members Information Sheet Nos. 564 and 565 were noted.
- ii) Late correspondence – there was none.

256/23 Reports from Council representatives appointed to outside bodies

Councillor J Robertson reported that Fairtrade Corsham had applied for grants towards a visit by the Fairtrade Kenyan farmer. They had also set up a Just Giving page for the visit.

Councillor J Robertson reported that Corsham Climate Action would have a stall at the Eco Fair promoting zero waste.

Councillor Brown informed Councillors that there was an Easy Read application form for the Community Awards, available at the Town Hall.

Councillor Brown had attended a Corsham Youth Zone meeting and reported that there were 50 young people attending the session. He also reported that the Open Blue Bus visits were going well and that the sessions would continue until Easter.

Councillor G McCaffery had attended a WALC meeting and reported that a new County Secretary was now in post.

257/23 Minutes of the Council (Planning) Meeting held on 21 February 2024

Resolved

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

258/23 Matters Arising from the above Minutes

There were none.

259/23 Minutes of the Finance and Administration Committee Meeting held on 28 February 2024

Resolved

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

260/23 Review of Investment Strategy

The Town Council was asked to review its Investment Strategy annually for the new Financial Year. A copy of the Strategy and Policy had been circulated.

Resolved

That the Investment Strategy be approved and kept under review.

261/23 Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Minute F&A 41/23*)

At the Finance and Administration Committee meeting on 28 February 2024, it was reported that the annual review had been completed and the only changes proposed were:

- i) Changing Chairman to Chair throughout the documentation
- ii) SO 5.3 – Change of meeting time from 7.30pm to 7.00pm
- iii) SO 18.6.1 and 18.6.2 – Thresholds updated to reflect SI 2023 No. 1117

Resolved

That the changes to the Town Council's Standing Orders and Financial Regulations as stated above (i-iii) be approved.

262/23 Councillor Vacancy, Corsham Pickwick Ward (*Minute 244/23*)

There was currently one Town Councillor vacancy, which had arisen through the resignation of Mervyn Jackson (Corsham Pickwick Ward). It was reported that as no election had been called, the vacancy could be filled by co-option. Notices of the vacancy were being advertised with a closing date of 2 April 2024. Should one or more applications be received, co-option could take place at the April Council meeting.

263/23 Issues for Corsham Area Board Consideration (*Various Minutes*)

Further to previous meetings, this regular agenda item asked the Town Council to identify issues for Area Board consideration. There were no new issues.

It was suggested that a Wiltshire Councillor update on key points covered at Corsham Area Board meetings would be useful. It was agreed to add this to future Council agendas.

264/23 Authorisation of cheques and payments

Wiltshire Pension Fund - Pension Contribution for March	£10,112.70
HMRC - Tax & NI for March	£10,282.93
Methuen Hall Trust - Hire of Council Chamber and Town Hall for March Council Meetings	£682.98
Methuen Hall Trust - Hire of Town Hall Corsham Community Club Lunch	£150.00
Methuen Hall Trust - Hire of Town Hall for Community Meetings During January and February	£615.96
Methuen Hall Trust - Transfer Money Paid into CTC Account in Error	£41.00
Charles Saunders - Adjustment of Invoice 933094	£37.98
Corsham Tyre Service Ltd - Puncture Repair and Wheel Balance WV68 OVO	£31.00
Travis Perkins - Moulded Dust Face Masks for Wood Chipper Course, 2 x Dewalt Compact Drills, Protective Gloves, Litter Bin Repairs, Postcrete, Duct Tape	£389.46
Screwfix - Safety Footwear x 2	£102.98
Corsham Print - 8 x A1 Retail Maps for Noticeboards and Eco Fair Artwork	£432.00
Pear Technology - Grounds Maintenance Maps	£1,121.00
SRD - Portable Appliance Testing	£76.80
Royal Mail Delivery - Spring Newsletter Delivery	£604.70
Wiltshire Council - September and December Event Free Parking Charges	£348.14
Idverde - Monthly Grounds Maintenance and Public Toilet Cleaning	£3,567.49
West Country Walling - Beechfield Nature Area and Middlewick Allotments Dry Stone Wall Repairs	£7,800.00
Simply Sweepers - Road Sweeping Zones 1 and 2	£1,260.00
West Country Tree Services - West Wells, Neston Rec, Coppershell and Beechfield Nature Area Tree Works	£16,988.40
Visit Wiltshire - Introduction to AI Marketing for Tourism and Hospitality Webinar	£66.00
Konica Minolta - Photocopier Charges	£366.18
Workwear Express - 16 x Logo Printed Polo Shirts Various Sizes, 10 x Grip Gloves	£158.80
Amazon - Galvanised Heavy Duty Staples,	£20.11
Planks Dairies - Milk Deliveries to Town Hall 7 to 28 February 2024	£52.18
Corsham and Box Matters - Advert Annual Renewal	£270.00
Your Wiltshire - Advertising	£78.00

Newsquest - Advertising in Wiltshire Times and Gazette and Herald	£180.00	
Nick Matthews Surveying Ltd - Listed Building Consent Arnold House	£1,029.60	
ICCM - Management of Memorials Training Course 2 x Delegates	£444.00	
Corsham Area Heritage Information Centre - Contribution Towards Electricity	£1,348.38	
The Corsham Bookshop - Book Vouchers for Eco Fair and Corsham Story Prize Winners	£170.00	
Anywhere Deckchairs - Refundable Deposit for Deckchairs for Taste of Corsham	£150.00	
The Open Blue Trust - 4 x Visits of Open Blue Bus	£400.00	
Milk and Tweed - Website Hosting and Support	£978.00	
Streetmaster - Memorial Bench - Morea	£1,457.52	
Play Inspection Company - Annual Play Equipment Inspections	£990.60	
Walcot Metal Fabrications - Litter Bin Repair and 8 x Angle Brackets	£345.60	
Alex Cotter - Judging Storytown Competition	£250.00	
Proludic - Parts for Play Equipment	£582.60	
Amac Window Cleaning - Bus Shelter Cleaning	£576.00	
Cheque		
Petty Cash	£72.26	7817
DVLA - Road Tax for WV14 CYC and YX13 VJE	£640.00	7818
Grants		
Fairtrade Corsham	£245.67	
Charge Card		
Wiltshire Council - Planning Fee	£146.50	
Grants Online - Three Month Subscription	£54.00	
RHS Plants - Plants for Hobbs Walk	£336.81	
Eventbrite - AI Webinar	£52.04	
1-2-3 Registration - Corsham Railway Station Domain Renewal	£40.78	
Pondkeeper - Heavy Duty Pond Net for Beechfield	£34.99	
Sub total	£96,937.26	
Cheques/Internet Banking Paid Outside of Meeting		
There were none		
Payments Made by Direct Debit/Standing Order		
West Mercia Energy - Public Conveniences Electricity	£70.78	
West Mercia Energy - Guide Hut Electricity	£94.74	
UK Fuels - Fuel for Work Vehicles	£327.42	
Hills Waste - Refuse Collections and Skip Exchange	£888.26	
SGW Payroll - Monthly Payroll Processing for March		
Peninsula - Monthly HR & H&S Consultancy	£460.72	
Bridge Solutions - Monthly IT Support	£204.94	
Vodafone - One Net Mobile Telephones	£756.74	
Viking - Stationery	£223.91	
SSE - Springfield Electricity	£245.66	
SSE - Mobile CCTV Electricity	£7.20	
Mainstream Digital - Quarterly Line Rental	£104.40	
SUB TOTAL	£3,384.77	
TOTAL	£100,322.03	

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7pm and closed at 7.35pm. There was one member of the public present.

CHAIR

DATE