

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

Present Councillor H Belcher OBE (Chair)
Councillors S Abbott, N Brakspear, A Brown, T Bush, A Crockford,
T Ellis, D Jarman, R Hopkinson, A Thomas, G Ward, A White and
R Williams

In Attendance D Martin (Chief Executive)
R Sellens (Administration Officer)

103/23 Apologies

Apologies were received from Councillors J Brook, N Farmer, M Jackson,
G McCaffery and J Robertson.

104/23 Public Question Time and Petitions

A member of the public asked Town Councillors to support his application for
co-option to the Corsham Ladbrook Ward.

105/23 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.

106/23 Minutes of the Town Council Meeting held on 14 August 2023

Resolved

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

107/23 Matters Arising from the above Minutes

There were no matters arising.

108/23 Policing and Community Safety

Sergeant Tripp, who was unable to attend the meeting, he had submitted a written
report. The Chief Executive read out the key activities including: local engagements
had included attending Corsham Street Fair, Creative Corsham Market, Corsham
Library Toddlers Group; and meetings with The Corsham School in preparation for the
new term; a road safety campaign in an effort to reduce road traffic collisions and

injuries in the county; investigation into reported theft of a motorbike (Officers located the motorbike and were continuing with their enquiries with suspects identified); a fixed penalty ticket issued for riding a motorbike with no helmet, and a person interviewed regarding driving whilst disqualified.

One youth remained on police bail for an allegation of causing Actual Bodily Harm (the victim's face was cut with a bladed article). The incident occurred in the Katherine Park area in June 2023.

Two youths remained on police bail for robbery. The incident occurred in July on Station Road.

Two motor vehicles had been seized by the local Policing team for driving offences.

An antisocial behaviour operation had been conducted on 8 September in the Corsham area. This resulted in several stop searches being carried during an evening of proactive policing.

The Chief Executive also reported that following analysis of local crime data by a volunteer from MOD Corsham, a meeting had been arranged with Sgt Tripp to discuss the findings.

109/23 Chair's Announcements

The Chair informed Councillors of the sad death of former Finance Assistant, Diane Johnston, who had worked for the Town Council until her retirement in 2019.

The Chair thanked Town Council staff who had organised a very successful Street Fair which had created a lovely community environment. The Chair asked for thanks to be passed to the musicians involved too.

The Chair had received messages of appreciation for this year's floral displays in the town centre and thanked the grounds staff for all their hard work in planting and watering.

110/23 Correspondence

- i) Members Information Sheets Nos. 551 and 552 were noted. Following a description of Parish Steward duties in MIS 551, the parish steward team would be asked to provide periodic reports on work completed during their visits.
- ii) Late correspondence – There was none.

111/23 Reports from Council representatives appointed to outside bodies

Councillor Bush informed Councillors that the Disabled People's Organisation was now active, and a Chair, Treasurer and Secretary had been appointed. The first meeting would take place in September.

112/23 Minutes of the Council (Planning) Meeting held on 23 August 2023

Resolved

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

113/23 Matters Arising from the above Minutes

There were none.

114/23 Minutes of the Finance and Administration Committee Meeting held on 30 August 2023

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

115/23 Matters Arising from the above Minutes

There were none.

116/23 Minutes of the Neighbourhood Plan Delivery and Monitoring Group Meeting held on 10 August 2023

Resolved

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

117/23 Matters Arising from the above Minutes

There were none.

118/23 Minutes of the Strategic Planning Working Group Meeting held on 6 September 2023

Resolved

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

119/23 Matters Arising from the above Minutes

A question over the next steps for the future of Arnold House was raised. There were several options for the property, and it was made clear that no decision had been made regarding future use or whether to retain the property. The Chief Executive informed the Council that all options for the future of Arnold House were still valid and would be discussed at future Strategic Planning Working Group meetings, to which all Councillors would be invited.

120/23 Former Family Health Centre, Beechfield Road, Corsham (*Minute 97/23 and others*)

Further to previous meetings, Wiltshire Council had decided not to list Corsham Family Health Centre as an Asset of Community Value. There was no right of appeal for the nominators of a rejected application. The Integrated Care Board (ICB) was due to update Corsham Area Board in October on its plans for the property.

A discussion about the impact of the sale of the health centre on neighbouring residents' access and car parking followed.

The update was noted.

121/23 Park Lane Workshop Update

It was reported that, since gaining planning permission for the new workshop, architects had been progressing the project. A structural engineer had been appointed to review the detailed structural elements of the building and a quantity surveyor had been commissioned to produce updated cost estimates. The revised estimates would be available in around six weeks which would enable the Town Council to explore, in detail, likely loan requirements. Other matters arising from the legal agreement with the developer were being reviewed by the Town Council's solicitors. There would be a meeting of the Workshop Task Group on 14 September to discuss the design and layout of the storage facilities.

The update was noted.

122/23 Vacancies on Committees, Other Groups and Outside Bodies (*Minute 100/23 and others*)

Further to previous Council meetings there were opportunities to fill remaining vacancies on committees, other groups and outside bodies.

Resolved

That Councillor White be appointed to the Bath Stone Quarry Museum Collection Advisory Group for the remainder of the Council year.

123/23 Annual Governance and Accountability Return for the Year Ended 31 March 2023

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. Apart from one minor transcription error with a date, no issues or concerns had arisen. The Chair thanked the Chief Executive and the Head of Finance and Administration for ensuring an excellent audit report.

The update was noted.

124/23 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. It was reported that, following a spate of incidents in one of the residential areas of Corsham, GreenSquare Accord had issued a survey to residents. As the survey could not be completed anonymously, there had been very few responses. Councillor Crockford offered to ask the MP to contact GreenSquare Accord and Councillor Hopkinson would contact the housing provider in her capacity of the Area Board Chair.

125/23 Council Vacancy (*Minute 99/23 and 68/23*)

There was currently one Town Councillor vacancy, which was for Corsham Ladbrook Ward. As no election was called, the vacancy could be filled by co-option. The vacancy had been advertised and one application had been received from Adrian Jones, who addressed Councillors in support of his application.

Resolved

That Adrian Jones be co-opted as a Town Councillor for Corsham Ladbrook Ward.

126/23 Authorisation of cheques and payments

Name	Amount
Salaries & Payments - CTC Staff	£23,783.37
Wiltshire Pension Fund - Pension Contribution for August 2023	£7,828.01
HMRC - Tax & NI for August	£7,977.54
Methuen Hall Trust - Hire of Town Hall for July	£683.00
Methuen Hall Trust - Hire of Town Hall for Disabled Peoples Meeting	£28.00
Methuen Hall Trust - Half Yearly Grant	£21,132.50
Methuen Hall Trust - Grant Towards Removal of Asbestos in Town Hall	£15,000.00
Simply Sweepers - Street Sweeping Zone 3 and Zone 4	£1,260.00
Corsham Print - Street Fair Banners, Correx Boards, Artwork, Teardrop Flag	£632.40
Idverde - Monthly Grounds Maintenance and Public Toilet Cleaning	£3,567.49
Corsham Bowls Club - Replacement Defibrillator Pads	£61.19
J H Jones - Grave Digging	£1,500.00
Pipe Dream - Street Fair Busking	£75.00
Konika Minolta - Photocopier Charges and Printing	£406.28
Royal Mail Door to Door Delivery - Autumn Newsletter	£570.15
Newsquest - Visit Corsham Advert in Swindon Advertiser, Street Fair Advertising	£519.92
Royal British Legion - War Memorial Maintenance	£85.00
Fry Stonework - Wall Repair at Centenary Garden	£1,010.00
Amazon - Metal Pencil Sharpener	£18.28
PKF Littlejohn - External Audit 2022/2023	£2,520.00
DCK Accounting Solutions - Preparing and Submitting VAT Partial Exemption	£540.00
Primary Times - Advert in Back-to-School Issue	£282.00
Mr Frederick G Fry (Sweet Misery) - Busking 12 August	£50.00
Tracey Kelly - Busking on 19 August	£50.00
AT Graphics - Advertising in Coach Tours UK	£300.00
MediaClash Ltd - Advertising in Bath Life	£156.00
Destination Bristol Visit West - Membership Renewal Sept 2023 to Aug 2024	£630.00
Corsham Area Heritage Info Centre - Contribution Towards Electricity	£656.62
SLCC Enterprise - 2 Day Practitioners Conference January 2024	£411.00
Milk and Tweed - Website Support and Website Hosting	£978.00
Your Wiltshire - Advertising in Your Wiltshire	£120.00
Universal Tool Hire - Hire of Trackmaster Grass Scythe for July and August	£430.68
Wiltshire Council - Advertising 2 x Job Vacancies	£394.20
Leafield Environmental Ltd - Litter Bin for Katherine Park	£283.20
Lauren Groves - Storytown Website Training	£70.00
Screwfix - 3 x Pairs of Safety Boots for Grounds Staff	£104.97
West Country Walling - Final Balance Cross Keys Plinth	£4,334.15

Charles Saunders - Grounds Team Consumables	£9.58
Cheque	
Petty Cash - none for this month	£0.00
Grants	
Souper Friday	£655.63
Crimestoppers Trust	£500.00
Charge Card	
Currys - WIFI Security Cameras for Town Hall Foyer	£124.99
Wiltshire Council - Pest Control Wasps at Westwells Bus Stop	£75.00
Advanced Metal Treatments - Shot Blast and Powder Coat High Street Bench	£240.00
Bath Recovery Group - Call-out for Broken Down Citroen Relay	£234.00
Sign Trade Supplies Ltd - Aluminium Pole for SID	£95.04
Sub total	£100,968.19
Cheques/Internet Banking Paid Outside of Meeting	
Askew Cavanna Architects - Stage 4a Technical Design New Workshop	£4,161.30
Payments Made by Direct Debit/Standing Order	
West Mercia Energy - Public Conveniences Electricity	£88.62
West Mercia Energy - Guide Hut Electricity	£54.17
UK Fuels - Fuel for Work Vehicles	£149.47
Hills Waste - Refuse Collection	£523.04
SGW Payroll - Monthly Payroll Processing	£52.80
Peninsula - Monthly HR & H&S Consultancy	£304.98
Bridge Solutions - Monthly IT Support	£884.20
Vodafone - One Net Mobile Telephones	£725.17
Mainstream Digital - Quarterly Line Rental	£104.40
SSE - Springfield Utilities	£102.99
Viking - Stationery and Postage	£248.60
SUB TOTAL	£7,399.74
TOTAL	<u>£108,367.93</u>

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.10pm. There were two members of the public present.

CHAIR

DATE