

Minutes of the Council Meeting held at the Town Hall on Monday 12 February 2024

Present Councillor H Belcher OBE (Chair)
Councillors S Abbott, N Brakspear, J Brook, A Brown, T Bush, T Ellis,
N Farmer, A Jones, G McCaffery, J Robertson

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

In Attendance Online Councillors G Ward and A White
C Johnson – Pickwick Association

218/23 Apologies

Apologies were received from Councillors D Jarman, R Hopkinson, A Thomas and R Williams.

219/23 Public Question Time and Petitions

There were none.

220/23 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.

221/23 Minutes of the Town Council Meeting held on 8 January 2024

Resolved

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

222/23 Matters Arising from the above Minutes

There were no matters arising.

223/23 Policing and Community Safety

Sgt Tripp gave an update on recent policing incidents which included the following:

The Corsham Community Policing Team had been visiting Corsham primary schools.

The Corsham Community Policing Team had been to Corsham Football Club to talk with the ladies' team as part of Corsham Policing Team's ongoing work in relation to Violence Against Women and Girl's (VAWG). They would be visiting other sports clubs to run more awareness sessions linked to VAWG.

There had been incidents of shoplifting in the Co-op and Post Office.

There had been two incidents of a pedestrian and a cyclist being knocked down and injured where the drivers did not stop. Investigations were ongoing.

224/23 Chair's Announcements

The Chair informed Councillors that Mervyn Jackson had resigned as a Councillor due to ill health. He had served 25 years as a Councillor.

The Chair reminded Councillors that if they were unable to attend Council meetings that they send their apologies to the relevant Officer.

The Chair informed Councillors that on 16 April there would be an official service at St Bartholomew's Church for the laying of the 2 Signal Brigade Flag. If Councillors wished to attend the service they should let Sharon Thomas, Head of Community Services, know.

The Chair asked that Garry Ford, Environmental Project Officer, be thanked for the interesting Climate Literacy training Officers and Councillors had attended.

The Chair had met with the new owners of Hartham Park and would meet with them again in March.

On 7 February the Chair had attended a Bath Spa University Liaison Meeting where sustainable fashion had been one of the topics discussed.

The Chair asked that DC Kevin Golledge be congratulated for his Wiltshire Police long service award.

225/23 Correspondence

- i) Members Information Sheet Nos. 561, 562 and 563 were noted.
- ii) Late correspondence – there was none.

226/23 Reports from Council representatives appointed to outside bodies

Councillor Bush had attended an Improving Disability Services in the UK webinar on 30 January. The course had been interesting but very disappointing as the national strategy needed a lot of work.

Councillor Bush had also attended the Disabled People's Organisation meeting.

Councillor White gave an update on the Walking Festival stating that passes were being arranged for longer stays at the Springfield Campus car park now there was a three-hour limit for the Walking Festival participants.

Councillor White informed Councillors that the Twinning Association Wine Tasting event had gone very well and that Jargeau would be visiting in October.

Councillor Robertson updated Councillors on Corsham Climate Action. The 'Once You Know' film and parliamentary candidate debate the previous week had been very successful. About 100 people attended and the audience asked the candidates some interesting questions.

Corsham Climate Action had been sharing ideas for the Eco Fair stall, including information about 'voting for the climate' and continuing to promote bus travel. Councillor Robertson updated the Councillors on Fairtrade Corsham. Patrick Kaberia, a Kenyan tea plantation owner, would be visiting Corsham and other local towns to encourage the message about buying Fairtrade products.

Councillor Brown informed the meeting that the Open Blue Bus, which provides a warm space for young people, had been operating at the Springfield Campus. It would visit on a weekly basis for six weeks. The bus, funded by the Town Council, has been popular with young people.

Councillor Brown had attended a Corsham Youth Zone (CYZ) meeting along with Officers. The youth group had been growing and 40 to 50 young people regularly attended. CYZ was exploring the need for registered charity status which would bring much more work for the management and trustees. Further discussions on alternative youth models were being planned.

Councillor Brown and the Community Officer attended the Warm and Safe Wiltshire event, giving free, helpful advice to people on cutting fuel bills and the benefits available.

Councillor Brown had visited Holton House and Jargeau Court to talk with residents about their working lives in Corsham. A booklet or exhibition would be produced with the help of Dawn Gorman as part of the StoryTown initiative.

227/23 Minutes of the Council (Planning) Meeting held on 10 January 2024

Resolved

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

228/23 Matters Arising from the above Minutes

There were none.

229/23 Minutes of the Community Services Committee Meeting held on 17 January 2024

Resolved

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

230/23 Matters Arising from the above Minutes

There were none.

231/23 Minutes of the Property and Amenities Committee Meeting held on 24 January 2024

Resolved

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

232/23 Matters Arising from the above Minutes

There were none.

233/23 Minutes of the Council (Planning) Meeting held on 31 January 2024

Resolved

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

234/23 Minutes of the Town Transport Plan Meeting held on 18 January 2024

Resolved

That the Minutes be approved as a true record.

235/23 Matters Arising from the above Minutes

There were none.

236/23 Minutes of the Neighbourhood Plan Delivery and Monitoring Group Meeting held on 25 January 2024

Resolved

That the Minutes be approved as a true record.

237/23 Matters Arising from the above Minutes

There were none.

238/23 Minutes of the Corsham Youth Council Meeting held on 22 January 2024

The Minutes were noted.

239/23 Proposal to Revise the Boundary of the Cotswold Natural Landscape (Formerly Cotswold Area of Outstanding Natural Beauty)

The Pickwick Association had submitted a request to the Town Council to support an extension to the Cotswold Natural Landscape. Chris Johnson, Chair of the Pickwick Association, attended the meeting online and presented a report seeking support of its proposal to approach Wiltshire Council regarding revisions to the Cotswold Natural Landscape boundary. Ultimately, any changes would be considered and made by Natural England, but local authority agreement would be required.

The Council discussed the possible implications of extending the boundary.

Resolved

- i) That Corsham Town Council supports, in principle, the Pickwick Association's proposal to approach Wiltshire Council seeking an extension to the Cotswold Natural Landscape (formerly AONB) to include land immediately to the north of the A4.
- ii) That consideration be given to including the whole of the Pickwick Conservation Area and whole of the Corsham Conservation Area, with the exact boundary being agreed at a later date.

240/23 Corsham Climate Change Action Plan 2022-2030 Update

Since the appointment of the replacement Environmental Project Officer in October 2023, the Climate Change Action Plan (Appendices 1 and 2) had been reviewed and updated.

That the update be noted.

241/23 Loss of Boots Pharmacy, Martingate

The planned closure of the Corsham branch of Boots in early March 2024 was discussed. Enquiries had been made with other pharmacies and Martingate, but it was unlikely that another pharmacy provider would come forward to take over the premises. There was a shortage of pharmacists nationally, with Bath, Wiltshire and Swindon having the lowest number of pharmacists per person in England. It was suggested that Corsham Area Board be asked to consider the issue to see if anything could be done to mitigate the impact of the closure.

Resolved

That Corsham Area Board be asked to consider the community impact of the loss of Boots pharmacy and establish how this might be mitigated.

242/23 Draft Calendar of Meetings 2024/25

The draft calendar of meetings was considered. The start time for Council and Committee meetings was confirmed as being 7pm.

Resolved

That the calendar of meetings for 2024/25 be approved.

243/23 Community Awards

The deadline for nominations for this year's Community Awards was 15 March. Five nominations had been received as at the date of the meeting. The scheme was being promoted, and Councillors were encouraged promote the scheme or complete nominations themselves. Councillors and staff were not eligible for an award.

This was noted.

244/23 Councillor Vacancy, Corsham Pickwick Ward

A Town Councillor vacancy had arisen through the resignation of Mervyn Jackson. The Notice of Vacancy was being advertised from 9 February 2024. If, by 29 February 2024, a request for an election to fill the vacancy was made in writing to the Returning Officer by 10 electors from Corsham Pickwick Ward, an election would be held to fill the said vacancy, otherwise the vacancy would be filled by co-option. If an election was called, it would take place no later than 7 May 2024.

This was noted.

245/23 Vacancies on Committees, Other Groups and Outside Bodies

As a result of the Councillor vacancy and further to previous Council meetings, there were opportunities to fill vacancies on committees, other groups and outside bodies.

Resolved

That Councillor Farmer be appointed to the Staffing Appeals Panel for the remainder of the Council year.

246/23 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.

Councillors requested that Corsham Area Board considers the loss of Boots the pharmacy in Martingate at its next meeting.

247/23 Authorisation of cheques and payments

Salaries & Payments - CTC Staff	£30,945.62
Wiltshire Pension Fund - Pension Contribution for February	£10,158.67
HMRC - Tax & NI for February	£10,377.51
Methuen Hall Trust - Hire of Council Chamber and Town Hall for February	£627.00
Methuen Hall Trust - Twinning Association Budget Hall Hire January	£94.00
Wiltshire Council - Flat 2 Arnold House Council Tax	£207.00

M B Bells - Flat 1 Arnold House Kitchen Socket Repair, Instal Defib Cabinet at Royal Oak	£489.11
Travis Perkins - Padlocks/Fasteners for Noticeboards, Fence Post, Batteries for Tools, Flat 2 Repairs	£441.52
Ashridge Trees - Plants for Coppershell	£703.46
Little Gem - Crochet Bees for Eco Trail	£48.00
Simply Sweepers - Sweeping Zone 3 and 4	£1,260.00
Pound Arts Trust - Pound Arts Open - People's Choice Prize	£250.00
Ultra-warm - Service Gas Boiler/Landlords Certificate Flat 1	£126.00
RJT Groundworks – Fabrication/Installation of a Capped Post Gastard	£600.00
Local Toilet Hire - Toilet Hire for Eco Fair and Taste of Corsham	£696.00
Zurich - Insurance Cover for E-Van Trial	£116.39
Public Policy Exchange - Training Course	£178.80
Ideverde - Grounds Maintenance and Public Toilet Cleaning	£3,567.49
Walcot Metal Fabrications - Litter Bin Repair	£288.00
PK Estates (UK) Ltd - Structural Inspection/Report of Newlands Rd Public Conveniences	£726.00
Corsham Print - Winter Newsletter Design/Print, Advert Amend, Bath Spa Postcards, Perspex for Notice Boards, Defibrillator Signs	£1,343.60
The Open Blue Bus - 6 Visits to Corsham as a Warm Space for Young People	£600.00
Charles Wilson Engineers Ltd - Hire of Telehandler to Remove Christmas Lights	£756.70
WES Doors - Six Monthly Automatic Door Inspection Arnold House	£108.00
Amac - Bus Shelter Cleaning	£576.00
West Country Tree Services Limited - Tree Works at Park Lane, Stokes Road Garden of Remembrance and Allotments, Ladbrook Lane Old Cemetery, Katherine Park	£16,956.00
The Pound Arts - Catering for Business Breakfast 19/1/2024	£160.00
Advanced Metal Treatments - Refurbish Litter Bin	£240.00
Workwear Express - Uniform for Grounds Team	£79.30
Bradshaw Electric Vehicles - 12v Vehicle Horn for Electric Vehicle	£71.51
Locksmart Ltd - Supply and Fit New Locks for Tourist Information	£186.00
Brooks Smith Gallery Ltd - Changes to Corsham Retail Map	£30.00
Langley Nurseries - Winter Pole Planters, Bedding Plants, Compost, Bark, Christmas Trees	£1,978.20
Newsquest - Advertising Free Parking in 3 Local Papers, Corsham Advert	£289.20
Planks Dairies - Milk Deliveries to Town Hall 3-31 January 2024	£63.37
No.3 The Deli - Catering for 2 x Climate Training Days 15 and 25 January	£198.00
Milk and Tweed - Website Support and Web Hosting	£978.00
Corsham Hardware Ltd - Grounds Team Consumables	£326.43
My Skills for Life - Emergency First Aid at Work x 3 Delegates	£225.00
Cooke Automotive - Citroen Relay YX13 VJE Repairs	£175.84
Your Wiltshire - Advertising in February Edition	£78.00
SLCC Enterprise - Planning Summit, Listening Communications Plan, Engage in Your Community Webinars	£396.00
Visit Wiltshire - USPs and Product Development Course	£42.00
Matthew Tett - StoryTown Project - Short Story Competition	£250.00
Greenway Training - LANTRA Awards Woodchipper Course x 2	£564.00

Abavus Ltd - Annual Fee for Hosted Services Asset Management and Training	£2,214.00	
Parrett Creations Ltd - To Construct and Supply a Lifesize Sheep Mould Cast of Clay and Fibreglass for Cross Keys Plinth	£6,780.00	
Auditing Solutions - 2nd Interim Internal Audit	£600.00	
Inclusive Intergenerational Dance - Grant for My Space and Creative Lunch Projects	£2,525.00	
Charge Card		
December 2023		
Why Sports - Conference Place	£102.00	
Tudor Environmental - Road Salt	£215.76	
Organic Natural Paint - Lime Based Paint for Flat 2	£99.95	
Wickes - Laminate and Lining for Noticeboards	£52.00	
Lamona Spares - Oven Knob Flat 2	£20.05	
Eventbrite - Organiser Fee for Business Breakfast	£7.99	
January 2024		
EU Fabrics - Fabric for Bongo Drums at Katherine Park	£25.76	
Land Registry - Land Registry Searches	£9.00	
Trainline - Train Ticket	£15.27	
Direct Fundraising - Collection Buckets and Tins for Skate Park Fund	£69.72	
Leafield Environmental - Litter Bin for Pockeridge	£391.20	
Cheque		
Petty Cash	£156.49	7816
Sub total	£101,935.91	
Cheques / Internet Banking Paid Outside of Meeting		
Hy-Tex (UK) Ltd - Bio Mulch Mat for Hedge Plating at Coppershell	£258.00	
Clarity Assessment Environmental Ltd - Clean/Disinfect Cold Water Storage Tank in Arnold House	£474.00	
A2i Transcription Service Ltd - Easy Read Version of Community Awards Form	£540.00	
Public Policy Exchange - Improving Disability Services in the UK Webinar	£178.80	
Payments Made by Direct Debit/Standing Order		
West Mercia Energy - Public Conveniences Electricity	£74.14	
West Mercia Energy - Guide Hut Electricity	£83.88	
UK Fuels - Fuel for Work Vehicles	£419.80	
Hills Waste - Refuse Collections	£1,063.60	
SGW Payroll - Monthly Payroll Processing for January and February	£117.12	
Peninsula - Monthly HR & H&S Consultancy	£460.72	
Bridge Solutions - Monthly IT Support	£942.00	
Vodafone - One Net Mobile Telephones	£756.74	
Viking - Stationery	£159.44	
SSE - Guide Hut Electricity	£24.18	
PWLB - Loan Repayment	£3,709.94	
Mainstream Digital - Quarterly Line Rental	£45.00	
SUB TOTAL	£9,307.36	
TOTAL	<u>£111,243.27</u>	

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7pm and closed at 8.25pm. There was one member of the public present.

CHAIR

DATE