

Minutes of the Council Meeting held at the Town Hall on Monday 13 March 2023

Present Councillor S Abbott (Chairman)
Councillors H Belcher OBE, N Brakspear, J Brook, A Brown, T Bush,
A Crockford, T Ellis, N Farmer, R Hopkinson, M Jackson, G McCaffery,
S Senior, A White and R Williams

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

Online Attendance Councillor A Thomas

186/22 Apologies

Apologies had been received from Councillors D Jarman, A Mackie, J Robertson and G Ward.

187/22 Public Question Time and Petitions

There were none.

188/22 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.

There were none.

189/22 Minutes of the Council Meeting held on 13 February 2023

Resolved

That, subject to the letter from Mr Baldwin dated January 2023 being appended, the Minutes be approved as a true record and signed by the Chairman.

190/22 Matters Arising from the above Minutes

There were none.

191/22 Policing and Community Safety

PC Naish was unable to attend the meeting and had sent a report that would be circulated with the next Members' Information Sheet.

PC Naish had submitted a suggestion to the Town Council, asking if it might be prepared to purchase two e-bikes to assist with their patrols around Corsham. This initiative had

worked well in Swindon. Whilst there was some concern that the initiative should be police-funded, PC Naish would be asked to work up a more detailed proposal for consideration at a future meeting.

192/22 Chairman's Announcements

On 21 February the Chairman attended a Wiltshire Climate Alliance meeting. It was an interesting meeting and talks were given by the Leader and Cabinet member of Wiltshire Council.

Also, on 21 February the Chairman attended the Fairtrade event celebrating 10 years since Corsham was awarded Fairtrade Town status. The event was also a celebration of Nikki Kenna's 10 years as co-ordinator of the Fairtrade Corsham group, as she has decided to step down from the role. The Chairman would like to thank Nikki Kenna for her contribution to Fairtrade Corsham. A message of thanks would be sent.

On 2 March the Chairman and officers met with the Methuen Estate to discuss climate change and carbon reduction. This would be a regular meeting.

On 9 March the Chairman attended the Environment Task Group meeting.

The Chairman reminded Councillors that the Chairman's surgery was held on the Friday before each Council meeting. On 10 March the chairman had two members of the public attend the surgery.

The Chairman reminded Councillors that the closing date for Community Award applications was 15 March.

The Chairman and Councillors congratulated Corsham Football Club for their achievement in reaching the semi-final of the FA Vase Cup. The Chairman also mentioned that Jon Roynon from Corsham had reached the final of the TV programme The Great Pottery Throw Down, and that Corsham had been voted the No.1 town to live in Wiltshire by Wiltshire Live readers.

193/22 Correspondence

- i) Members Information Sheet No. 539, and 540 were noted.
- ii) Late correspondence – The Chairman reported that he had received an email regarding possible rebuilding of a missing section of dry stone wall adjoining the 'Gladman site' north of the A4 at Pickwick. The Pickwick Association was exploring means of funding the work in consultation with the landowner.

194/22 Reports from Council Representatives Appointed to Outside Bodies

Councillor Belcher had attended a Pickwick Residents Association meeting which had included a discussion about reinstatement of the dry stone wall mentioned in Minute 193/22. The developers were not taking responsibility. The association also discussed summer planting along the A4 Pickwick.

Councillor Belcher had attended the Potley and Pockeridge Community Association meeting and reported that the group was considering installing a defibrillator.

Councillor Bush updated Councillors on the 'We are the People/Disabled People's Organisation' event which was being held in the Town Hall on 30 March. The meeting would discuss how to move forward with helping our disabled community.

Councillor Farmer had attended and helped at the Fairtrade event.

Councillor White reported that Corsham Walking Festival brochures had been printed and were being distributed. The event dates were 9-11 June 2023.

Councillor White reported that a Twinning Visit to Jargeau, France was being planned.

195/22 Minutes of the Council (Planning) Meeting held on 15 February 2023

Resolved

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

196/22 Matters Arising from the above Minutes

There were none.

197/22 Minutes of the Finance and Administration Committee Meeting held on 22 February 2023

An amendment to draft Minute F&A 21/22 ii) was tabled by the Chief Executive to clarify that the award of an increment for long service would only apply to those who had reached the top of their scale.

Resolved

That the Minutes, as amended, be approved.

198/22 Matters Arising from the above Minutes

There were none.

199/22 Minutes of the Council (Planning) Meeting held on 8 March 2023

Resolved

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

200/22 Matters Arising from the above Minutes

There were none.

201/22 Former Family Health Centre, Beechfield Road, Corsham (*Minute 173/22*)

Further to the previous Council meeting, when it had been reported that the former Family Health Centre was likely to be disposed of, the Strategic Estates Lead for NHS Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board (ICB) had provided the following update:

'The NHS is considering if there is any identified use for the building for the provision of health services. There is no final decision on that yet, and we are working with the local health service providers to identify that, although initial thoughts are that the current estate used for the provision of services we have maybe sufficient. If that is the outcome from that assessment, then the property will be declared surplus for health and then it will be disposed of in line with Government guidelines around surplus estate.'

Furthermore 'When the NHS has decided, which will be once the work on the PCN toolkit [Primary Care Network Service and Estate Planning Toolkit] is completed by the local GP practices to identify if the site is required for clinical use, I will let you know if it will be required or will be disposed of. I would expect a decision on that to be made in the next few months.'

The property had been vacant for several years and until recently NHS Property was planning to bring it back into use.

A discussion took place over the property and the services it could offer if it was brought back into use. Suggestions included mental health, youth support and activity, NHS dentists, anti-natal and post-natal services, clinics, a Wiltshire Council hub, and a disabled people's organisation. The impact of the growth of the Town, and performance of GP practices were also mentioned. It was suggested a list of needs and other evidence be prepared.

Resolved

That a meeting be requested with the Integrated Care Board to understand the issues and the process to be followed should the building not be required for health services.

202/22 Parking Charges for Blue Badge Holders

Following a recent decision by Wiltshire Council to charge Blue Badge holders for parking in its car parks, the Town Council had been asked to consider covering any additional cost by extending the 'two-hours free' policy for the long-stay car park. Wiltshire Council's Parking Services had been asked to provide an indication of costs. The aim would also be to remove the requirement for Blue Badge holders to display a pay and display ticket. The cost, if any, was expected to be modest. It was believed that some pay and display meters in Cosham were not DDA compliant.

Wiltshire Council Parking Services had explained that the first three hours for Blue Badge holders would become free, but an implementation date had not been set. There would still be a requirement for Blue Badge holders to display a ticket for the purposes of parking enforcement and occupancy data collection which would inform the free parking funding agreement.

Further discussion with Parking Services was needed, with the aim of reinstating the previous policy whereby Blue Badge holders did not need to display a ticket.

Resolved

That the Chief Executive has further discussion with Wiltshire Council's Parking Services to establish if there is a way to remove the requirement for Blue Badge holders to display a pay and display ticket in Corsham's car parks.

203/22 Town Centre Policy

A key objective in the Business and Economy strand of the Town Council's Strategic Plan is to prioritise the vitality of the town centre in decision-making, making it more attractive, active and accessible. One of the actions was to produce a policy on the town centre. A draft Corsham Town Centre Policy had been circulated with the agenda.

It was suggested that it should be made clear that the town centre should remain useful for residents.

Resolved

That, subject to the addition of the term 'useful', the Corsham Town Centre Policy be approved.

204/22 Review of Investment Strategy (*Minute 201/21 and others*)

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

Resolved

That the Investment Strategy be approved and kept under review.

205/22 Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Minute F&A 18/22*)

At the Finance and Administration Committee meeting on 22 February 2023, it was reported that the annual review had been completed and the only changes proposed were with reference to the increase in the threshold for the requirement to advertise tenders on the Contracts Finder website and Find-a-Tender (the UK e-notification service). From 21 December 2022, the threshold increased from £25,000 inc VAT to £30,000 inc VAT. This meant updating Standing Orders 18.1 v. and 18.3, along with Financial Regulations 11.1 b) and 11.1 h).

Resolved

That the Town Council's Standing Orders and Financial Regulations be updated to reflect the new thresholds for advertising contracts.

206/22 Issues for Corsham Area Board Consideration (*Various Minutes*)

It was agreed to ask the Area Board to give consideration to the future of the former Family Health Centre in Beechfield Road, which was likely to be disposed of by the ICB in the near future.

207/22 Authorisation of cheques and payments

Name	Amount
Salaries & Payments - CTC Staff	£27,407.08
Wiltshire Pension Fund - Pension Contribution for March 2023	£8,651.17
HMRC - Tax & NI for March 2023	£8,998.86

Methuen Hall Trust - Hire of Council Chamber/Town Hall for March	£708.00
Terry Waldron - Works to Arnold House Roof and Drain Survey	£7,104.00
The Play Inspection Company - Play Area Inspections	£693.00
Tudor Environmental - Ground staff Tools, Shade/Windbreak Netting	£796.56
Great West Way - Inclusion in Great West Way Newsletter	£90.00
Konica Minolta - Photocopier Charges	£287.39
J H Jones - Gravedigging x 3	£1,125.00
Amazon Business - Items for Events, Eco Fair and Disabled Toilet Sign	£215.66
Travis Perkins - Noticeboard Fixings at Beechfield, Topsoil for Grave Levelling, Sand for Ridge Pond	£258.63
Totally Locally Ltd - Fiver Fest Participation March 2023	£300.00
Pear Technology - Mapping for Neighbourhood Plan Constraint Map	£171.00
Corsham Print - Date Stickers for Fiver Fest Banners and Eco Fair, Advert Resize, Coronation Activities Poster Design	£360.00
Reece's Rentals Ltd - Street Sweeping in Corsham	£1,296.00
The Pound Arts Ltd - Grant	£2,000.00
The Pound Arts Ltd - Sponsorship of Pound Arts Open	£250.00
Auditing Solutions Ltd - 2nd Interim Internal Audit	£432.00
Your Wiltshire - Advert in Your Wiltshire Magazine	£156.00
Corsham and Box Matters - Annual Renewal for Advertising	£270.00
Proludic - Trampoline and Grips for Springfield	£816.94
Ideverde - Monthly Toilet Cleaning and Grounds Contracts	£3,049.70
Visit Wiltshire - Annual Partner Membership	£300.00
Boson Web with Milk and Tweed - Website Support and Web Hosting	£978.00
Public Policy Exchange - Future of British High Streets Webinar	£118.80
GTW Media Ltd - Advertising in Group Travel World Magazine	£450.00
Global Media Group - Radio Advertising Free Parking in Corsham	£306.96
Historic Towns and Villages Forum - Pre-Planning Webinars	£60.00
Public Sector Software Ltd - Annual Licence Digital Play Area Inspection Software	£3,000.00
The Rise Trust - Funding for First Aid for Parents Course	£363.58
Amac Window Cleaning - Bus Shelter Cleaning as per schedule	£576.00
Simply Sweepers - Street Sweeping Zone 2	£630.00
Royal Mail Door to Door - Spring Newsletter Delivery	£570.07
No.3 The Deli - Business Breakfast Catering on 28/2/23	£200.00
M B Bells Ltd - Repairs TIC Light Sensor and Electrical Work at Flat 2	£496.20
Ultra Warm Ltd - Gas Fire Service for Flat 1 Arnold House	£121.67
My Skills for Life - Manual Handling and IOSH Managing Safely Courses	£750.00
Grants	
The Last Baguette Company	£500.00
Rewired Counselling	£500.00
CADT	£600.00
Charge Card	
St John Ambulance - First Aid Kit	£104.18
Royal Academy - Public Art Lecture for Sarah Leigh	£10.00
The Makaton Charity - Makaton Vocabulary Pocket Books x 3	£47.90
Security Safety Products - Reflective Strips for Planter in High Street	£27.48

Cheque		
Petty Cash	£120.26	7803
DVLA - Road Tax YX13 VJE	£290.00	7804
DVLA - Road Tax WV14 CYC	£290.00	7805
Cheques / Internet Banking Paid Outside of Meeting		
There were none		
Sub total	£76,848.09	

Payments Made by Direct Debit/Standing Order	
West Mercia Energy - Guide Hut Electricity - December	£122.07
West Mercia Energy - Public Conveniences Electricity	£84.22
Excalibur - Domain Renewal	£179.87
Hills Waste - Refuse Collections and Skip Exchange	£805.87
Vodafone - Monthly One Net Mobile Telephones	£687.50
SGW Payroll - Monthly Payroll Processing	£56.64
Peninsula - Monthly HR & H&S Advice	£304.98
Mainstream Digital - Quarterly Line Rental 10/2/23 to 9/5/23	£104.40
SUB TOTAL	

TOTAL **£79,193.64**

Direct Debits and Payments Taken and Reconciled in February	
Excalibur - IT Monthly Support for February and March	£1,827.70
UK Fuels - Fuel for Works Van	£266.05

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 9.20pm. There were no members of the public present at the meeting.

CHAIRMAN

DATE