

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

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

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

In Attendance Online Councillor T Ellis and D Jarman

151/23 Apologies

Apologies were received from Councillors J Brook and N Farmer.

152/23 Public Question Time and Petitions

There were none.

153/23 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.

154/23 Minutes of the Town Council Meeting held on 9 October 2023

Resolved

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

155/23 Matters Arising from the above Minutes

There were no matters arising.

156/23 Policing and Community Safety

Sargent Tripp attended the meeting and gave the following report on recent policing issues:

DC Golledge would be returning to Corsham policing in the near future.

The Remembrance Sunday service and parade went well in Corsham.

Recent crimes included a motor vehicle stolen from Newlands Road while the delivery driver was delivering a parcel to a customer.

A juvenile had been arrested after a robbery at Springfield. He was currently on bail.

A Corsham male charged with aggravated burglary, handling stolen goods and theft of a motor vehicle had been remanded in prison and was awaiting trial.

A 16-year-old youth had been charged with motoring offences and had been given an extended referral order. A female adult had been charged for drink driving.

In October the Police had been engaging with The Corsham school giving 'Blunt Truth' talks on knife crime alongside NHS doctors and nurses and the Early Intervention Team.

Other engagements included: Business Crime Week in the Martingate Centre; a meeting with Corsham Army Cadets talking about online safety and drug awareness, and visiting local residential homes, talking to residents about personal safety.

157/23 Chair's Announcements

The Chair informed Councillors that Charlotte Phillips, Tourism and Events Officer had started her new role in the Council offices.

The Chair had attended the Local Plan Consultation on 11 October.

The Chair had attended The Corsham School Liaison meeting on 2 November.

The Chair had attended the Bath Spa Liaison meeting on 6 November.

The Chair reported that the Remembrance Sunday Service and Parade had gone very smoothly and had been well attended.

The Chair reported that the Department of Levelling Up Housing and Communities visit was taking place on Monday 20 November.

The Chair had attended the Twinning Association French supper.

158/23 Correspondence

- i) Members Information Sheets Nos. 556 and 557 were noted.
- ii) Late correspondence – There was none.

159/23 Reports from Council representatives appointed to outside bodies

Councillor Brakspear informed Councillors that he had received the latest CPRE Wiltshire Newsletter which included some very informative articles.

Councillor Bush informed Councillors that she had given a presentation on the Disabled People's Organisation, along with the Head of Community Services, to the

Leeds University Postgraduates Conference. The presentation would be presented to the SLCC on 22 November.

Councillor White reported that the Walking Festival were organising mystery walks for children and more inclusive walks in next year's programme. Councillor Brown would speak to the Corsham Youth Zone about joining the Walking Festival.

Councillor Abbott reported that Corsham Youth Zone was progressing with its application for registered charity status. The Friday evening sessions had been going well.

Councillor Abbott reported that at the meeting next week Fairtrade Corsham would be applying to renew its Fairtrade accreditation.

Councillor Robertson reported that Corsham Climate Action had cancelled the Energy Saving day. She also reported that the monthly litter pick would be held on 24 November. The community garden working party would be held on the same day. Volunteers were required for both groups.

Councillor Robertson reported that Plastic Waste Free Corsham status had 90% business champions signed up to go plastic free. More champions were required to sign up.

Councillor Hopkinson informed Councillors that the 20mph speed limit/zone in Neston had been approved and that 20mph speed limit/zone for Corsham centre was progressing.

Councillor Hopkinson reported that Wiltshire Council was introducing a three-hour maximum limit on parking at the Springfield Campus.

Councillor Hopkinson reported that four volunteers from MOD Corsham were supporting Corsham Connections.

160/23 Minutes of the Finance and Administration Committee Meeting held on 18 October 2023

Resolved

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

161/23 Matters Arising from the above Minutes

There were none.

162/23 Minutes of the Council (Planning) Meeting held on 25 October 2023

Resolved

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

163/23 Matters Arising from the above Minutes

There were none.

164/23 Minutes of the Neighbourhood Plan Delivery and Monitoring Working Group Meeting held on 9 November 2023

Resolved

That the Minutes be approved as a true record.

165/23 Matters Arising from the above Minutes

There were none.

166/23 Environmental Issues – Policy Review and Climate and Ecology Bill Consultation

- i) Environmental Policy Review - The Town Council's Environmental Policy had been reviewed by the Environmental Project Officer in consultation with other Officers.

Resolved

That, with some minor amendments, the updated Environmental Policy be approved.

- ii) Climate and Ecology Bill

The Zero Hour group had produced a report and put forward recommendations in support of the Climate and Ecology Bill which was going through parliament.

Resolved

- a) Support the Climate and Ecology Bill
- b) Inform local residents and inform local press/media of this decision
- c) Write to the local MP to inform them that this motion has been passed, and urge them to sign up to support the CE Bill
- d) Write to Zero Hour, the organisers of the cross-party campaign for the CE Bill, expressing Corsham Town Council's support.

167/23 Consultation on possible changes to Wiltshire Council's Council Tax Reduction Scheme

Wiltshire Council was consulting on possible changes to the Council Tax Reduction Scheme. The changes would result in a reduction to the Council Tax Base (the number of Band D equivalent properties). Wiltshire Council had estimated that the Band D equivalent figure for 2024/25 could be reduced by up to 47.67 properties if all the proposed changes were introduced. This would equate to a reduction in the taxbase of around 1%.

Resolved

That Wiltshire Council's Council Tax Reduction Scheme Consultation be noted.

168/23 Remote Meetings

Government had recently rejected the Lord's amendment to the Levelling Up and Regeneration Bill which would have enabled local councils to choose to hold hybrid/online Council meetings. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and other bodies were continuing to campaign for the change. The Town Council allowed anybody, including Councillors, to observe Council and Committee meetings online and, with the Chair's permission, speak. Voting remotely was not permitted. This arrangement had increased community engagement in Town Council work and enabled Councillors to remain involved in Town Council business when they otherwise would not have been.

It was felt that this arrangement should remain in place with some clarification over the situation.

Resolved

- i) That an 'observer only' arrangement be continued for Council and Committee meetings on the clear understanding that those not physically in the meeting room have no right to speak without the Chair of the meeting's consent and they have no voting rights.
- ii) For Councillors, online presence does not count towards the meeting quorum or the six-month non-attendance rule (which can lead to automatic disqualification).
- iii) If the usual Chair of the meeting is joining remotely, they are not permitted to Chair the meeting (This is because they would not be able to vote - this is especially important as there would not be a mechanism for a casting vote).
- iv) As Working Groups and Panels are not decision-making, these can continue as face-to-face, online or hybrid. The Town Council requires that, for hybrid meetings, the Chair must be physically present.

169/23 Former Family Centre, Beechfield Road, Corsham (*Minute 120/23 and others*)

Further to previous meetings, the Corsham Area Board had received an update from the NHS regarding the vacant property. The draft Corsham Area Board Minute 12 October 2023 stated '*The Chippenham, Corsham and Box PCN are interested in taking some space in Corsham Health Centre in the short to medium term. Discussions are underway with other health providers including the RUH and AWP [Avon and Wiltshire Mental Health Partnership NHS Trust] to see if a solution can be found that maximises the use of the space to make bringing the building back into use financially viable. Graham Wilson is currently on leave, but a further update will follow on his return.*' Simon Yeo, Assistant Director of Estates, NHS Bath and North-East Somerset, Swindon and Wiltshire Integrated Care Board (ICB). The update was described as positive by the Board and expectation for a further update at the next Area Board meeting in January was expressed.

The update was noted.

170/23 Change of Start Time for the December Council Meeting

A request had been received to bring the start time of the Council meeting on 11 December forward from 7.30pm to 7pm. This was due to the Councillors Christmas Social Evening taking place after the meeting.

Resolved

That the Council meeting on 11 December be brought forward to 7pm.

171/23 Vacancies on Committees, Other Groups and Outside Bodies (*Minute 100/23 and others*)

Further to the previous meeting there were opportunities to fill the remaining vacancies on committees, other groups and outside bodies. None of the vacancies were filled and would be brought to the next Council meeting.

172/23 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. There were no new issues.

173/23 Authorisation of cheques and payments

Salaries & Payments - CTC Staff	£29,603.09
Wiltshire Pension Fund - Pension Contribution for November	£9,119.51
HMRC - Tax & NI for November	£9,229.29
Methuen Hall Trust - Hire of Council Chamber and Town Hall for November	£710.98
The Rise Trust - Detached Youth Work 3rd Quarter and Funding for Baby Massage Course	£4,025.00
Screwfix - Cable ties and Safety Boots	£87.11
Hartham Park Estates Ltd - Middlewick Allotments Water March to October	£234.64
Seasons Ecology - Landscape and Ecology Management Plan - New Workshop	£1,140.00
Wiltshire Council - Room Hire at Springfield for Youth Event	£240.00
My Skills for Life - Fire Warden Training x 6 Members of Staff and IOSH Managing Safely Course	£750.00
The Pound Arts - Hire of Meeting Room for Environment Task Group Meeting	£75.00
Simply Sweepers - Street Sweeping Zone 2, 3 and 4 October 2023	£1,890.00
Sharon Thomas - Reimburse for Corsham in Bloom Trophy Engraving	£153.60
NALC - Empowering Young Voices in Your Community Webinar	£52.04
Corsham Print - Autumn Newsletter Design and Print, Litter Bin Labels, Playground Signs, Corsham Map Pads, Christmas Lights Poster Artwork, Replacement numbers and labels, Free Parking Banners	£2,140.40
Wicksteed Leisure Ltd - Dicketts Play Area Spare Timber Parts	£316.02
Newsquest - Advertising Free Parking and Christmas in Corsham	£390.00
Auditing Solutions Ltd - First Interim Internal Audit	£600.00
Eibe - Refurbish/Replace Play Equipment at Katherine Park	£7,860.00
Ideverde - Monthly Grounds Maintenance and Public Convenience Cleaning	£3,567.49

Amazon - Bluetooth Headphones, Craft Items for CYC, H&S Logbook, Work Gloves	£140.68	
J H Jones - Additional Litter Picking in August as per the Schedule	£1,026.00	
J H Jones - Gravedigging	£500.00	
Allens Catering Equipment - Hire of Glass Ware for Corsham in Bloom	£28.94	
Amac Window Cleaning - Bus Shelter Cleaning as per the Schedule	£576.00	
Travis Perkins - Paint for Poppy Gate Maintenance at Garden of Remembrance, Grounds Team Consumables	£50.31	
Matthew Tett - Storytown Project - Short Story Competition	£300.00	
Milk and Tweed - Website Hosting and Support	£978.00	
Max Fordham - Park Lane W/Shop MEP and Embodied Carbon Services	£4,020.00	
Geo-Logic - Park Lane W/Shop Ground Investigations	£2,475.00	
Miles White Transport - Park Lane WorkShop Design Plans	£3,405.00	
John Williams - Public Conveniences Repairs and New Water Heater Fitted	£570.87	
Proludic Ltd - Replacement Parts for Play Area Equipment	£44.86	
Goughs Solicitors - Final Payment for Legal Services Renewal Lease for Public Conveniences	£780.00	
Corsham Hardware - Grounds Team Consumable Items	£102.15	
Your Wiltshire - Quarter Page Christmas Advert in Your Wiltshire	£78.00	
Global Radio - Radio Advertising Corsham as a Destination and Free Parking	£1,060.73	
Wiltshire Council - Flat 2 Arnold House Council Tax	£205.31	
West Wilts Magazine - Advertising	£192.00	
Advanced Metal Treatments - Shotblast and Powdercoat Litter Bin	£240.00	
Giraffe Engineering - Workshop Structural Design Services 1 of 2	£660.00	
Hardwick and Son's - Christmas Trees for the High Street	£372.00	
Royal British Legion - Poppy Wreaths	£50.00	
Councillor T Ellis - Reimbursement for Travelling Costs	£36.50	
Woody's - Helper and Volunteer Food at Street Fair	£70.15	
Cheque		
Petty Cash	£227.40	7813
Grants		
The Stay Safe Initiative	£725.00	
Gastard Village Hall	£750.00	
Charge Card		
Ebay - Indicator Stalk for Great Wall Vehicle	£40.00	
Garden and Hire Spares Ltd - Parts for Hedge Trimmer	£29.09	
Squarespace - Storytown Website Renewal	£192.00	
Machine Mart - Foot valve Filter and Coupler	£22.17	
NALC - Engaging with Local Communities Webinar	£52.04	
NALC - Levelling Up and Planning System Webinars	£78.44	
Travis Perkins - Redwood Shiplap Cladding	£15.31	
Grassmats Ltd - Safety Matting Pegs for Play Areas	£24.00	
Online Playgrounds - Gate Springs for Play Areas	£118.00	
Bath Recovery Group - Citroen Relay Breakdown Recovery	£234.00	
Emorsgate Seeds - Yellow Rattle Seed for Beechfield	£39.00	
EU Fabrics - Neoprene for Little Play Area at Katherine Park	£7.84	
Toolstore Direct - Security Key Set	£32.97	
Sub total	£92,733.93	

Cheques / Internet Banking Paid Outside of Meeting

Askewcavanna Architects - Stage 4a Technical Design for New Workshop	£4,161.30
John Williams Heating Services Ltd - Public Convenience Repair	£165.68
Wild Flower Shop - Wild Daffodil Bulbs	£613.95
West Mercia Energy - Public Conveniences Electricity	£101.57
West Mercia Energy - Guide Hut Electricity	£66.58
UK Fuels - Fuel for Work Vehicles	£362.45
Hills Waste - Refuse Collections and Skip Exchange	£1,385.80
SGW Payroll - Monthly Payroll Processing	£56.64
Peninsula - Monthly HR & H&S Consultancy	£460.72
Bridge Solutions - Monthly IT Support	£2,067.43
Vodafone - One Net Mobile Telephones	£725.17
Viking - Stationery	£242.90
Mainstream Digital - Quarterly Line Rental	£45.00
SSE - Springfield Electricity	£112.91
SSE - CCTV Electricity at Guide Hut	£24.18
Water 2 Business - Water for Public Conveniences	£1,204.51

SUB TOTAL **£11,796.79**

TOTAL **£104,530.72**

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.41pm. There were no members of the public present.

CHAIR

DATE